

# Preparing a General Permit in NJ DEP Online

(the New Jersey Department of Environmental Protection's Regulatory Services Portal)

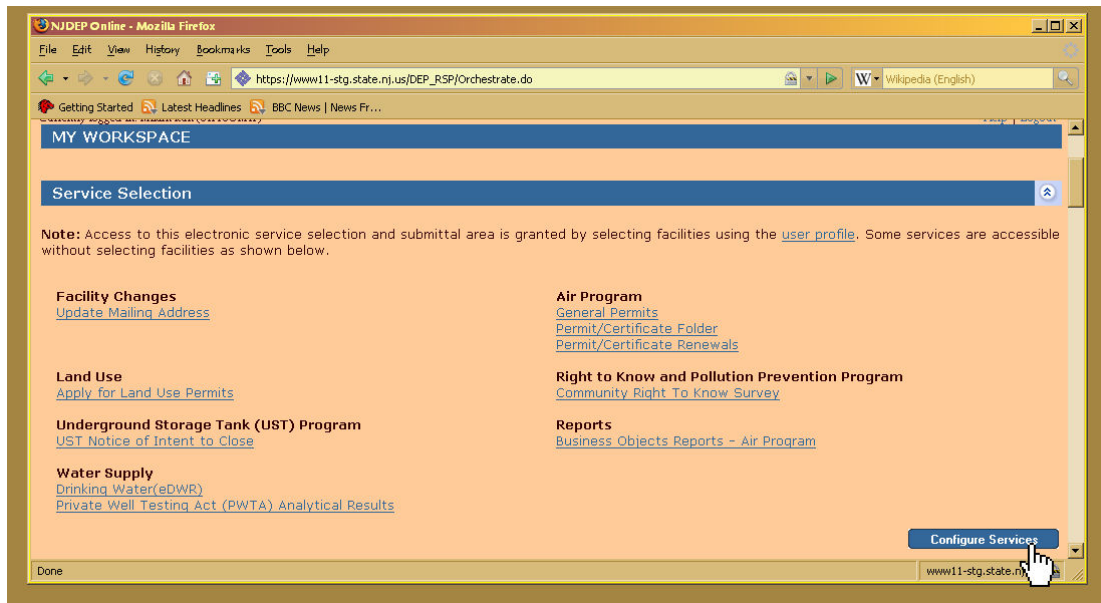
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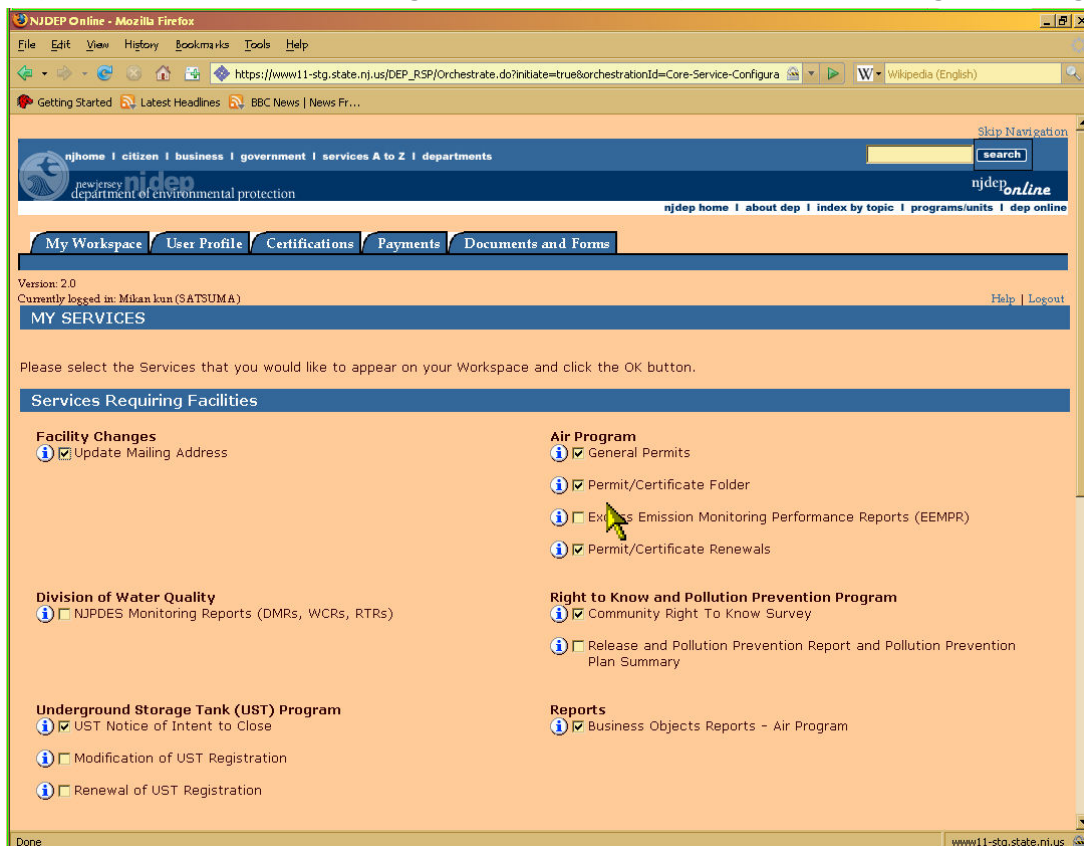
# My Workspace

## Service Selection – Configure My Services

Whenever you first log into DEP's Web portal, you are brought to the My Workspace screen (following any special announcements or messages that you might receive). The "Service Selection" area of this screen is the launch pad from which you can access any of the online services that are available to you. The services that appear under "Service Selection" were chosen the first time you or someone else logged into the Portal with your username; but they can be changed at anytime by clicking on the "Configure My Services" button at the bottom right of this section. If you wish to add or remove any items from this area, or to see what other items are available, click on this button.

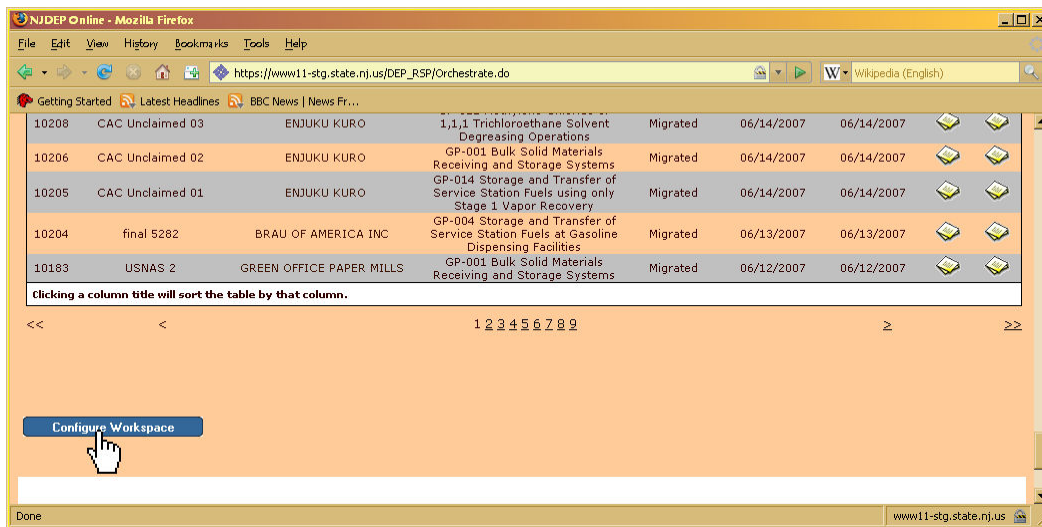


On the configuration screen, you can click on the checkboxes to determine what items will be included in the "Service Selection" area of My Workspace. (Scroll down and click OK on the bottom right of the screen when you are done, or "Cancel" to go back to My Workspace without making any changes.)

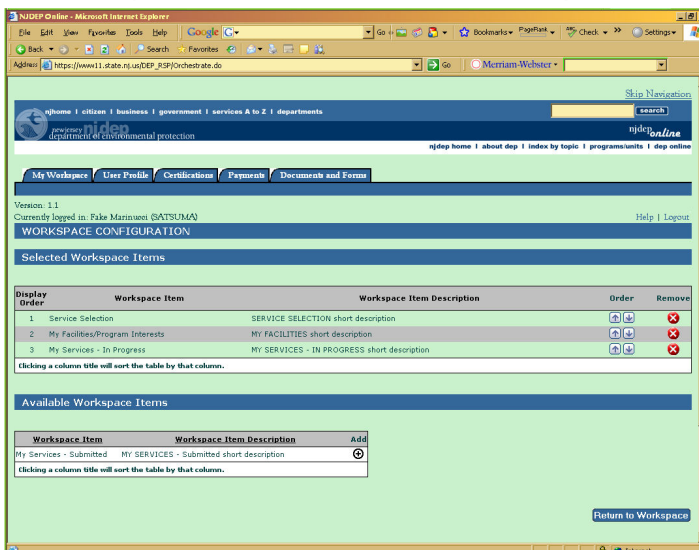


## Configure My Workspace

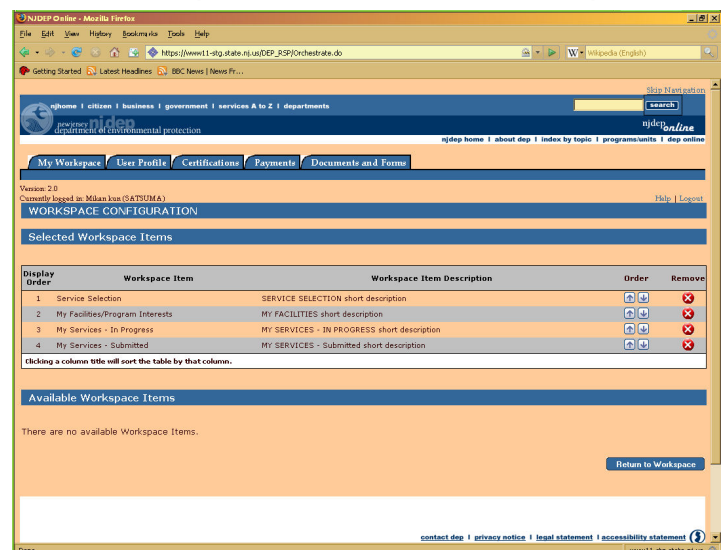
You can also choose what particular sections (in addition to My Services) appear on the My Workspace screen. If you scroll down to the bottom of the screen, you will see a button on the bottom left labeled "Configure Workspace." Click on this button to proceed to a screen where you can select and arrange the sections that appear in your workspace.



On the screen that appears are two sections. The top section ("Selected Workspace Items") shows the items that are currently set to appear on your My Workspace screen. The lower section ("Available Workspace Items") shows any additional items that are available. To add an item from the lower section, click on the plus icon in the "Add" column of the corresponding row. To remove an item that is in the top section, click on the x icon in the "Remove" column of the corresponding row. The order in which the sections appear on the My Workspace screen can also be changed by using the up and down arrows in the "Order" column of the upper section. (The order that the rows appear in the table is the order in which the sections will appear on the "My Workspace" screen.) It is recommended that you include all four sections – Service Selection, My Facilities/Program Interests, My Services - In Progress, and My Services - Submitted – in your workspace for now, since you will probably find each one useful at some point in the future. You can always remove a section later if you find that it is not necessary.



Configuration screen in which one additional item is still available.



Configuration screen in which all items have already been selected.

When you are finished making changes, click on the "Return to Workspace" button on the bottom right of the screen.

## My Facilities/Program Interests – Edit Facility Selection

The next thing you should do is make sure that the facility/facilities you need to access are included in your facility selection. The section of My Workspace titled "My Facilities/Program Interests" includes a table listing all of the facilities included in your profile. By default, it is sorted alphabetically by Facility Name; however, if your list is large, you may wish to sort it by another criterion, such as Program or

Facility ID. You can sort the list by an item in any of the first four columns by clicking on the respective column heading.

The screenshot shows the NJDEP Online interface in Mozilla Firefox. The browser address bar displays [https://www11-stg.state.nj.us/DEP\\_RSP/Orchestrate.do](https://www11-stg.state.nj.us/DEP_RSP/Orchestrate.do). The page title is "NJDEP Online - Mozilla Firefox". The main content area is titled "My Facilities/Program Interests". A note states: "Note: You may add facilities by clicking the 'Add Facilities' button below." Below the note is a table with the following columns: Facility Name, Facility ID, Program, Access Type, Change Access, Manage Security, View, and Remove. The table contains four rows of data:

Facility Name	Facility ID	Program	Access Type	Change Access	Manage Security	View	Remove
HAPPY VALLEY LAUNDROMAT	L5124	Air	Responsible Official				
GREEN OFFICE PAPER MILLS	11883	Air	Individual With Direct Knowledge				
HANSO FOUNDATION OF NJ	45103	Air	Responsible Official				
NATURAL ESSENCE INC	53059	Water Quality	No Security Role				

Below the table, there is a section titled "My Services - In Progress" and an "Add Facilities" button. A mouse cursor is pointing at the "Add Facilities" button.

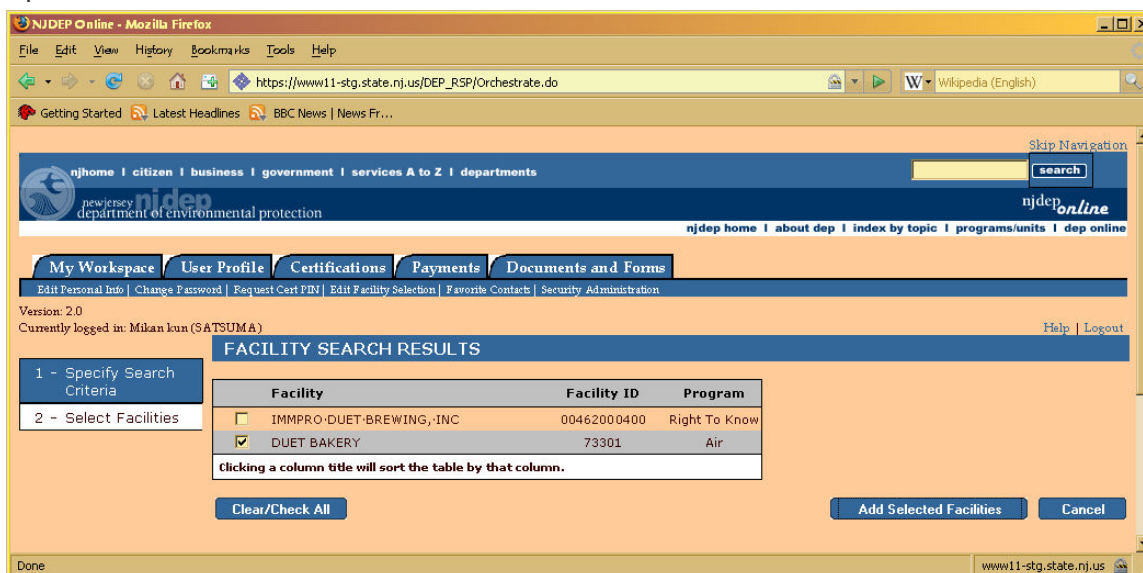
To add a facility to your list, click on the "Add Facilities" button to the bottom right of this table.

A screen with the heading "Facility Search" will appear. On this screen, you can select "Air" from the program list to limit your search to facilities in the air permitting program. If you know the five-digit Program Interest Number of the facility, you can enter that in the box labeled "Facility ID"; otherwise, you can search by the facility name. The percent sign (%) can be used as a wild card character in the search. (Asterisks do not work.) Search terms are non case-sensitive.

The screenshot shows the NJDEP Online Facility Search interface. The browser address bar displays [https://www11-stg.state.nj.us/DEP\\_RSP/Orchestrate.do](https://www11-stg.state.nj.us/DEP_RSP/Orchestrate.do). The page title is "NJDEP Online - Mozilla Firefox". The main content area is titled "FACILITY SEARCH". The page includes a navigation bar with links: njhome, citizen, business, government, services A to Z, departments. The page also includes a search bar and a "Skip Navigation" link. The main content area is divided into two sections: "1 - Specify Search Criteria" and "2 - Select Facilities". The "2 - Select Facilities" section is active. It includes a "Pick the search you want to perform:" section with three radio buttons: "Retrieve only those facilities that match the search criteria" (selected), "Retrieve the sites and all of the site's facilities that match the search criteria", and "Retrieve NJPDES Permit Numbers". Below this is an "(Optional) Select NJDEP Program:" dropdown menu with a list of programs: Air, Diesel Retrofit Program, Land Use, Right To Know, Site Remediation, and Water Quality. The "Air" program is selected. Below the dropdown menu is a section titled "Enter either a \*Facility ID or a Facility Name:". It includes a "Facility ID:" text box and a "Facility Name:" text box. The "Facility Name:" text box contains the text "%duet%". At the bottom of the page, there is a "Search" button and a "Cancel" button. A mouse cursor is pointing at the "Search" button.

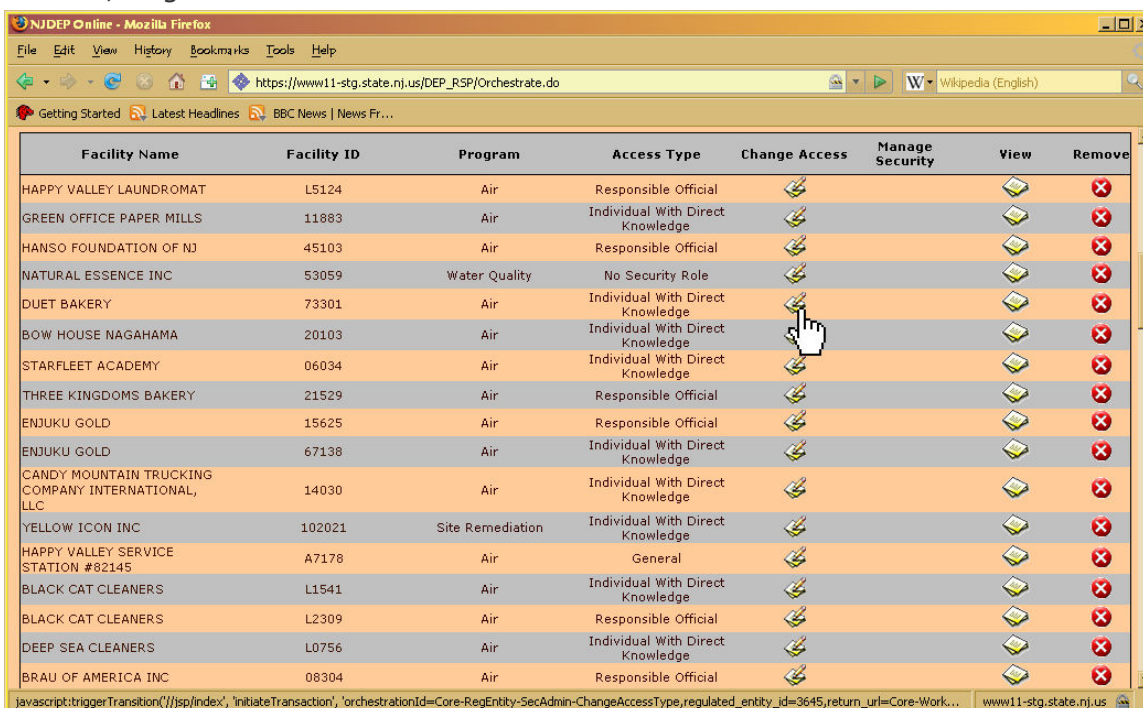


After clicking on the “Search” button, a screen will appear showing the results of the search. To add a facility from this list to your profile, click the checkbox next to the facility and then click on the “Add Selected Facilities” button at the bottom right of the screen. After doing so, you will be returned to the My Workspace screen.



In addition to making sure that the required facilities are in your list, you should also ensure that you have the correct access level required to perform the tasks that you will need to complete. For instance, two certifications are required in order to successfully submit an application for a General Permit – certification by Individual With Direct Knowledge, and certification by Responsible Official. Only an individual with Responsible Official access will be able to complete the Responsible Official certification. For most facilities in the air program, you are given a default access level of Individual With Direct Knowledge when you first add a facility to your facility selection list. If you need to carry out both certifications yourself, you will need to change your access level to Responsible Official. Note that you should only do this if you are authorized to act as a Responsible Official and meet the conditions that will be explained to you on the screen as you proceed.

To change your access level, click on the icon in the “Change Access” column of the appropriate row of the My Facilities/Program Interests table.



On the next screen, there will be a drop-down containing the other access types available. (In the air program, the only other access type that you can select from this list is “Responsible Official.”) After doing this, click on the “Continue” button to proceed to the next screen.

The next screen explains how “Responsible Official” is defined in the New Jersey Administrative Code. You must check the checkbox next to “I agree” and then click on the “Continue” button to carry out the change. Please note that in doing so, you are certifying that you are authorized to receive this level of access at the facility. If this is not the case, click on the “Return” button to cancel the change in access type; this will return you to the My Workspace screen.

When the change in access is successfully carried out, a confirmation screen will appear informing you of this. You can then click on the “Continue” button to return to the My Workspace screen.

## My Services – In Progress

This section of your workspace shows any services (such as a general permit application) that you have begun but have not yet finished. The status column indicates what remains to be done. For a general permit application, there are three possible values – “In Progress,” meaning that one or more parts of the application have not been filled out or completed yet; “Awaiting Certification,” meaning the application is complete, but has not yet been certified by one or more required parties; and “Awaiting Payment,” which indicates that the application is complete and certified, but has not yet been paid for or billed. Any item that has not been billed or paid for yet can still be modified, though modifying an application that has already been certified will remove the certifications and they will have to be completed again to proceed to the payment stage. This will be discussed in more detail later on in this document. To resume work on an “In Progress” item, click on the ID Number in the far left column of the appropriate row of the table. You will be brought to the stage of the application on which you were last working. You can view an item without editing it (on a single, printable screen) by clicking on the icon in the column labeled “View” of the appropriate row, and you can see a short history of milestones for the service by clicking on the icon in the “History” column. Clicking on the circle with an x in it in the “Remove” column will delete the service in the respective row.

**NJDEP Online - Mozilla Firefox**

File Edit View History Bookmarks Tools Help

https://www11-stg.state.nj.us/DEP\_RSP/Orchestrate.do

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### My Services - In Progress

**Note:** To edit or resume working on an "In Progress" item, please click on the appropriate number in the ID column.

ID	Application Name	Facility Name	Description	Status	Created Date	Last Modified Date	View	History	Remove
<a href="#">10294</a>	seed	ENJUKU KURO	GP-001 Bulk Solid Materials Receiving and Storage Systems	In-Progress	06/22/2007	06/22/2007			
<a href="#">6033</a>	7 seven 7	CANDY MOUNTAIN TRUCKING, LLC	GP-007 Stationary Non-Floating Roof Storage Tank(s) Storing Volatile Organic Compounds (VOCs)	Awaiting Payment	06/01/2007	06/01/2007			
<a href="#">6030</a>	Bill Him Later	GREEN OFFICE PAPER MILLS, INC.	GP-008 Site Remediation Activities for Gasoline Contamination at Vehicle Fueling Stations	Awaiting Payment	06/01/2007	06/01/2007			
<a href="#">5970</a>	second supers second supers second supers second supers second supers se	THREE KINGDOMS BAKERY	GP-013 Non-Hap Drycleaning Equipment	In-Progress	05/30/2007	05/30/2007			
<a href="#">5909</a>	rekishi 003	CANDY MOUNTAIN TRUCKING, LLC	GP-006 Boilers Less Than 10 Million BTU/Hr	Awaiting Payment	05/25/2007	05/25/2007			
<a href="#">5908</a>	rekishi 002	HANSO FOUNDATION OF NJ	GP-004 Storage and Transfer of Service Station Fuels at Gasoline Dispensing Facilities	Awaiting Certification	05/25/2007	05/25/2007			
<a href="#">5907</a>	rekishi 001	NJDEP 3	GP-012 Perchloroethylene Drycleaning Operations	In-Progress	05/25/2007	05/25/2007			
<a href="#">5356</a>	TCE-5	ENJUKU GOLD	GP-007 Stationary Non-Floating Roof Storage Tank(s) Storing Volatile Organic Compounds (VOCs)	Awaiting Payment	05/15/2007	05/23/2007			

Clicking a column title will sort the table by that column.

Done www11-stg.state.nj.us

## My Services – Submitted

The “My Services – Submitted” section of your workspace shows you the status of services that have been submitted to DEP. When certification and payment for a service have both been completed, the service is submitted to DEP, which should begin the migration process that transfers the application to DEP’s computer system. An application that has just been submitted will disappear from the “My Services – In Progress” section of My Workspace, and, after a short moment, will appear in the “My Services – Submitted” section with a status of “Submitted.” The “Submitted” status is only temporary, and will usually change to a permanent status of “Migrated” within a few minutes. If there is a problem with the migration process, the status column will read “Data Migration Issue – Please Contact NJDEP.” When this occurs, you need to contact DEP as soon as possible to resolve the problem.

**NJDEP Online - Mozilla Firefox**

File Edit View History Bookmarks Tools Help

https://www11-stg.state.nj.us/DEP\_RSP/Orchestrate.do?orchestrationId=Core-Workspace&tfPagingInde

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### My Services - Submitted

<< < 1 2 3 4 5 6 7 8 9 > >>

ID	Application Name	Facility Name	Description	Status	Created Date	Last Modified Date	View	History
5983	1E6 - 2	PERKUNO'S AUTO BODY	GP-013 Non-Hap Drycleaning Equipment	Migrated	05/30/2007	05/30/2007		
5982	1E6	THREE KINGDOMS BAKERY	GP-012 Perchloroethylene Drycleaning Operations	Data Migration Issue - Please Contact NJDEP	05/30/2007	05/30/2007		
5978	doppelganger	THREE KINGDOMS BAKERY	GP-014 Storage and Transfer of Service Station Fuels using only Stage 1 Vapor Recovery	Migrated	05/30/2007	05/30/2007		
5963	first contact	THREE KINGDOMS BAKERY	GP-014 Storage and Transfer of Service Station Fuels using only Stage 1 Vapor Recovery	Migrated	05/30/2007	05/30/2007		
5911	rekishi 005	ENJUKU KURO	GP-013 Non-Hap Drycleaning Equipment	Migrated	05/25/2007	05/25/2007		
5910	rekishi 004	ENJUKU GOLD	GP-013 Non-Hap Drycleaning Equipment	Data Migration Issue - Please Contact NJDEP	05/25/2007	05/25/2007		
5900	capcercerver 001	BLACK CAT CLEANERS	GP-010 Non-Hap VOC Solvent Degreasing Operations	Migrated	05/24/2007	05/24/2007		
5898	cap cert 004	BLACK CAT CLEANERS	GP-008 Site Remediation Activities for Gasoline Contamination at Vehicle Fueling Stations	Migrated	05/24/2007	05/24/2007		
5889	cap cert 003	BLACK CAT CLEANERS	GP-007 Stationary Non-Floating Roof Storage Tank(s) Storing Volatile Organic Compounds (VOCs)	Migrated	05/24/2007	05/24/2007		
5885	cap cert 006A	DEEP SEA CLEANERS	GP-006A Boilers and Heaters Less Than 10 Million BTU/Hr	Migrated	05/24/2007	05/24/2007		

Clicking a column title will sort the table by that column.

Done www11-stg.state.nj.us

In the above screenshot, note the links numbered 1 ~ 9, and arrow links (“<<,” “<,” “>,” & “>>”) immediately above the table. When you have a large number of services in any of the tables on the My



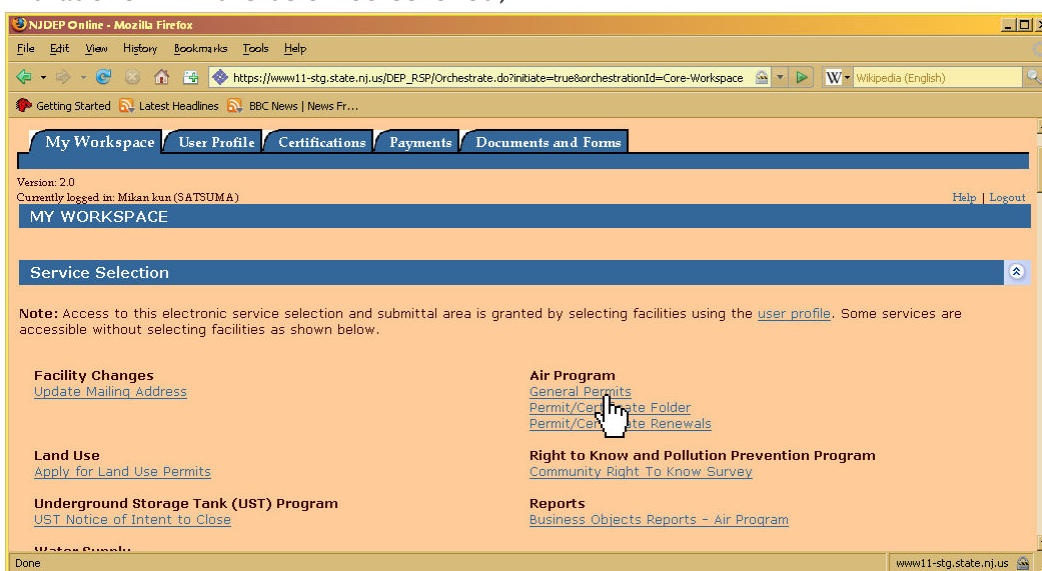
Workspace screen, they will be divided into a number of “pages” as on this screen. Use the numbered or arrow links to navigate to the different pages of items.

The “View” and “History” features work the same in this table as they do in the “My Services – In Progress” section.

## Processing a General Permit Application

### My Workspace

To begin processing a new general permit application, look under the “My Services” section of the My Workspace screen, and click on the “General Permits” link that should appear under the “Air Program” heading. (If this link does not appear in your workspace, see the first section of this document [under the heading “Service Selection – Configure My Services”] for information on how to add it. Note that depending on how you have configured your workspace, the link may appear in a slightly different location from that shown in the below screenshot.)



### Step 1 – Permit Name

The first step in processing the GP is choosing a name for the application. This is the name that will show up in My Workspace to identify the application, so choose something that would be useful to you in distinguishing it from other applications. It is not necessary to include the type of permit in the name, since that will also appear in the workspace in its own column automatically. There is also a space where you can enter comments; however, this is an optional field and the comments will not be visible to you later, so do not use this space to store anything very important. When you are satisfied with the name you have chosen, click on the “Continue” button to proceed to the next step.

## Step 2 – Facility Selection

The second step is to select the facility that is the intended recipient of the general permit. A table appears showing all of the air program facilities to which you have access. To select the facility, click on the icon in the far right column of the appropriate row, titled “Access Facility.”

Facility	Facility ID	Municipality	Access Type	Access Facility
HAPPY VALLEY LAUNDROMAT	L5124	Hoboken City	Responsible Official	
GREEN OFFICE PAPER MILLS	11883	Clifton City	Individual With Direct Knowledge	
HANSO FOUNDATION OF NJ	45103	Mahwah Twp	Responsible Official	
DUET BAKERY	73301	Sea Isle City	Responsible Official	
BOW HOUSE NAGAHAMA	20103	Paterson City	Individual With Direct Knowledge	
THREE KINGDOMS BAKERY	21529	East Hanover Twp	Responsible Official	
ENJUKU GOLD	15625	Mount Olive Twp	Responsible Official	
BLACK CAT CLEANERS	L1541	Willingboro Twp	Individual With Direct Knowledge	
BLACK CAT CLEANERS	L2309	Englishtown Boro	Responsible Official	
DEEP SEA CLEANERS	L0756	Belleville Twp	Individual With Direct Knowledge	
BRAU OF AMERICA INC	08304	Union Twp	Responsible Official	
BRAU OF AMERICA INC	04704	Hillside Twp	Individual With Direct Knowledge	
SUGIMOTO IZAKAYA	31325	Clifton City	Responsible Official	
PERKUNO'S AUTO BODY	L0801	Bayonne City	Responsible Official	
METRO BAGEL	89552	Logan Twp	Individual With Direct Knowledge	
NJDEP 2	61213	Trenton City	Individual With Direct Knowledge	
NJDEP 3	61214	Trenton City	Responsible Official	
NJDEP 4	61220	Trenton City	Individual With Direct Knowledge	

## Step 3 – Permit Type Selection

After selecting the facility, you will be brought to a screen where you select the type of general permit for which you are applying. Clicking on the name of the GP should open (in a separate window or tab) a screen with a description of the general permit and some information about it. To select the permit and proceed, do not click on the name, but instead select the radio button to the left of the appropriate permit type, and then click on the “Continue” button at the bottom right of the screen.

Version: 2.0  
Currently logged in: Mikan Iun (SATSUMA) 73301  
DUET BAKERY

PERMIT TYPE SELECTION

- ☐ GP-001 Bulk Solid Materials Receiving and Storage Systems
- ☐ GP-002 Confined Abrasive Blasting Equipment
- ☐ GP-003 Woodworking Equipment
- ☐ GP-004 Storage and Transfer of Service Station Fuels at Gasoline Dispensing Facilities
- ☐ GP-005 Emergency Generator
- ☐ GP-006 Boilers Less Than 10 Million BTU/Hr
- ☒ GP-006A Boilers and Heaters Less Than 10 Million BTU/Hr
- ☐ GP-007 Stationary Non-Floating Roof Storage Tank(s) Storing Volatile Organic Compounds (VOCs)
- ☐ GP-008 Site Remediation Activities for Gasoline Contamination at Vehicle Fueling Stations
- ☐ GP-009 Boiler(s) And Other Indirect Fired External Combustion Equipment (>=10 MMBTU/hour and < 50 MMBTU/hour)
- ☐ GP-010 Non-Hap VOC Solvent Degreasing Operations
- ☐ GP-011 Methylene Chloride or 1,1,1 Trichloroethane Solvent Degreasing Operations
- ☐ GP-013 Non-Hap Drycleaning Equipment
- ☐ GP-014 Storage and Transfer of Service Station Fuels using only Stage 1 Vapor Recovery

Click on the type description to see more information about that type.

Continue



## Step 4 – General Procedures and Requirements

The next step in processing the general permit application is to read, understand, and agree to the general procedures and requirements associated with the general permit. The page to which you are brought after completing the previous step contains links to two documents in both html and PDF formats: “General Procedures for General Permits” (provisions that apply to all general permits), and a document of general permit requirements specific to the permit type that you selected. Click on the icon in the row under either the html or PDF column to open the respective document in a new window or tab. It is a good idea to save these documents and maybe print a hard copy of each for quick reference later on. (You can easily save any of the documents by right-clicking on the respective icon, and choosing “Save Target As...” or “Save Link As...” from the small context menu that pops up.) To acknowledge that you understand and agree to the requirements, click the checkbox in each row. You must check each of these before you will be able to continue to the next step. When you have checked each box, the “Yes” button (which acknowledges your agreement to the requirements) will become enabled, allowing you to proceed.

The screenshot shows the NJDEP Online application in a Mozilla Firefox browser. The user is logged in as Mikan kun (SATSUMA) at 73301 DUET BAKERY. The interface has a sidebar with a navigation menu containing 9 items: 1 - Permit Name, 2 - Select Facility, 3 - Permit Type, 4 - Permit Procedures, 5 - Permit Contacts, 6 - Industrial Codes, 7 - Permit Details, 8 - Certification, and 9 - Payment. The main content area is titled "GENERAL PROCEDURES AND REQUIREMENTS". It contains two rows of links, each with a checkbox, an HTML icon, and a PDF icon. The first row is "General Procedures for General Permits" and the second is "General Permit Requirements for Boilers and Heaters Less Than 10 Million BTU/Hr (GP-006A)". Below these links is a text box stating: "By clicking the boxes above I certify that I have read, understand and agree to ALL applicability, procedures and requirements of these General Permits." At the bottom right of this section are "Yes" and "No" buttons. The footer includes various links like "contact dep", "privacy notice", "legal statement", and "accessibility statement".

## Step 5 – Permit Contacts

On the next screen, you must enter information about certain facility contacts before you can proceed further. For air general permits, there are three contact types for which information must be filled out: Air Permit Information Contact, Responsible Official, and Fees/Billing Contact. These contacts are mandatory, and they are also the only types that you should attempt to enter. DO NOT use the “Add Contact” button beneath the table to enter contact information! This button is intended for use by other programs, and can cause problems with general permit submittals. To enter or edit information for one of the three contacts in the table, click on the icon in the “Edit” column of the respective row.

The screenshot shows the NJDEP Online application in a Mozilla Firefox browser, now on the "CONTACTS" screen. The user is still logged in as Mikan kun (SATSUMA) at 73301 DUET BAKERY. The sidebar navigation menu is the same as in Step 4. The main content area is titled "CONTACTS" and includes a note: "Note: Information for all required contacts must be entered before advancing to the next page." Below the note is a table with the following structure:

Required	Name	Type	Remove	Edit
<input checked="" type="checkbox"/>		Air Permit Information Contact	-	
<input checked="" type="checkbox"/>		Responsible Official	-	
<input checked="" type="checkbox"/>		Fees/Billing Contact	-	

Below the table, it says "Clicking a column title will sort the table by that column." At the bottom right, there is a red circle with a diagonal line through it over the "Add Contact" button, and a "Continue" button next to it. A green arrow points to the "Edit" column header in the table.

Clicking on one of these icons will open a new screen in which you enter the specific contact information, or load it from another location (Service Contacts or Favorite Contacts). Items with an asterisk (\*) next to them are mandatory and must be filled out. To add a phone number, click on the “Add Phone Number” button and enter the information on the screen that appears. When all of the information has been entered, you can click on “Save” (at the bottom right of the screen) to save the information. However, if this contact is going to be used often for future permits, you may wish to save it to your list of Favorite Contacts first. (Continue to the next paragraph for more information on that.)

Version: 2.0  
Currently logged in: Mikan kun (SATSUMA)

**CONTACT INFORMATION**

\*First Name: Sang-Sun  
Middle Initial:   
\*Last Name: Park  
Title: oppa  
\*Contact Type: Air Permit Information f  
\*E-Mail Address: formula979@oppa.net  
\*Confirm E-Mail: formula979@oppa.net  
Organization Name: Noraebang-4-You  
Organization Type: Local

Address Line 1: 19 E. 36th St.  
Address Line 2: Suite 1232  
Address Line 3:   
City: New York City  
State: New York  
Zip: 10001

\* Required

Add from Favorite Contacts Add from Service Contacts

**CONTACT NUMBERS**

Phone Number	Type	Remove	Edit
9179260990	Work Phone Number	✖	✎

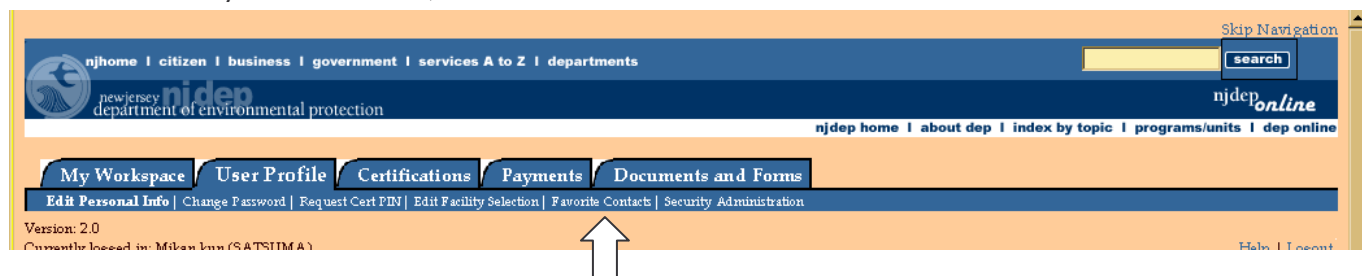
Clicking a column title will sort the table by that column.

Add Contact Number

Save Save to Favorite Contacts Cancel

#### • ----- Favorite Contacts -----

The Favorite Contacts list is a list in which contact information can be saved, and from which you can load duplicate contact information quickly without having to repeatedly enter the same data into all of the fields again and again. The contacts in this list are associated with your user ID, and can be used whenever contact information is needed throughout the DEP Online application. You can also access this list of contacts from your User Profile, from which point you can add, remove, or edit stored contact information. (If you click on the User Profile tab, you will see a link to Facility Contacts in the top row of links immediately below the tab.)



To load contact information data that has already been saved to your favorite contact list, click on the “Add from Favorite Contact” button, and then choose the contact from the list of contacts displayed.

#### • ----- Service Contacts -----

Another alternative to entering data into the fields manually is the “Add from Service Contacts” button. If you have already entered data for one of the other required contacts, and the data for the current

contact is the same as that of the previous contact, you can use the “Add from Service Contacts” button to copy the data from the other contact.

When the required contact information for all three contacts has been entered, the “Continue” button will become enabled. Click on it to proceed to the next step.

The screenshot shows the NJDEP Online application in a Mozilla Firefox browser. The user is logged in as Mikan kun (SATSUMA) with ID 73301. The application is at the 'CONTACTS' step. A sidebar on the left lists steps 1 through 9, with '5 - Permit Contacts' selected. The main area shows a table of required contacts. A note states: 'Note: Information for all required contacts must be entered before advancing to the next page.' Below the table are 'Add Contact' and 'Continue' buttons. A mouse cursor is pointing at the 'Continue' button.

Required	Name	Type	Remove	Edit
<input checked="" type="checkbox"/>	Sang-Sun Park	Air Permit Information Contact	-	
<input checked="" type="checkbox"/>	Danielle Rousseau	Responsible Official	-	
<input checked="" type="checkbox"/>	Aruru Nadjje	Fees/Billing Contact	-	

Clicking a column title will sort the table by that column.

## Step 6 – Industrial Codes

The next step is to specify the NAICS or SIC codes associated with the facility (by choosing the appropriate code from a drop-down list). You do not need to specify both NAICS and SIC codes. One primary code must be specified as a minimum in order to continue. When you are finished choosing the code(s), click on the “Continue” button to proceed.

The screenshot shows the NJDEP Online application in a Mozilla Firefox browser. The user is logged in as Mikan kun (SATSUMA) with ID 73301. The application is at the 'INDUSTRIAL CODES' step. A sidebar on the left lists steps 1 through 9, with '6 - Industrial Codes' selected. The main area shows a form for selecting NAICS codes. A note states: 'Note: You only need to specify NAICS or SIC information. You do not need to specify both.' The form has two sections: 'Primary NAICS:' and 'Secondary NAICS:'. The 'Primary NAICS:' section has a dropdown menu showing '31181 Bread and Bakery Product Manufacturing'. The 'Secondary NAICS:' section has a dropdown menu showing '315192 Underwear and Nightwear Knitting Mills'. Below these are lists of other NAICS codes.

Primary NAICS:

31181 Bread and Bakery Product Manufacturing

Secondary NAICS:

315192 Underwear and Nightwear Knitting Mills

315111 Sheer Hosiery Mills  
315119 Other Hosiery and Sock Mills  
315119 Other Apparel Knitting Mills  
315191 Outerwear Knitting Mills  
315192 Underwear and Nightwear Knitting Mills  
3152 Cut and Sew Apparel Manufacturing  
31521 Cut and Sew Apparel Contractors  
315211 Men's and Boys' Cut and Sew Apparel Contractors  
315212 Women's, Girls', and Infants' Cut and Sew Apparel Contractors  
31522 Men's and Boys' Cut and Sew Apparel Manufacturing  
315221 Men's and Boys' Cut and Sew Underwear and Nightwear Manufacturing  
315222 Men's and Boys' Cut and Sew Suit, Coat, and Overcoat Manufacturing  
315223 Men's and Boys' Cut and Sew Shirt (except Work Shirt) Manufacturing  
315224 Men's and Boys' Cut and Sew Trouser, Slack, and Jean Manufacturing  
315225 Men's and Boys' Cut and Sew Work Clothing Manufacturing  
315228 Men's and Boys' Cut and Sew Other Outerwear Manufacturing  
31523 Women's and Girls' Cut and Sew Apparel Manufacturing  
315231 Women's and Girls' Cut and Sew Lingerie, Loungewear, and Nightwear Manufacturing  
315232 Women's and Girls' Cut and Sew Blouse and Shirt Manufacturing  
315233 Women's and Girls' Cut and Sew Dress Manufacturing



## Step 7 – Permit Details

The Permit Details screen is where you specify all of the details regarding the equipment for which you are attempting to obtain a permit. The screens will vary somewhat depending on the type of permit you have chosen, but they all contain similar features and function in the same basic way. The example shown here is for GP-006A (Boilers and Heaters Individually Less Than 10 Million BTU/hr).

Note that certain general permits (GP-004, GP-005, GP-009, GP-013, and GP-014) are limited to one per facility. All items of a particular type of equipment to be covered by this permit need to be permitted together, under one general permit. If you already have one of these general permits and want to apply for a new one (for example, to cover new, additional equipment), the new application must supersede the existing general permit of the same type. (The next paragraph explains how to do this.)

### • ----- Section B: Reason for Applying -----

The first item on any of the permit details screen for any general permit is “Reason for Applying,” in which you specify if the general permit is for all new, unpermitted equipment; or if it is intended to supersede another permit or permits (either by replacement of equipment, or addition of new equipment to equipment of the same type that is already permitted). If all of the equipment that is to be covered by this permit is new, then you should choose the first radio button, “Unpermitted.” If one or more pieces of equipment to be covered by the permit is existing, permitted equipment; OR if the equipment to be covered by the permit is intended to replace existing equipment, you should click on the second radio button, “Permitted,” and then click on the “Select Permitted Equipment” button in order to choose which permit(s) will be replaced by the new general permit. The permit or permits to be superseded do not have to be general permits (which have names beginning with GEN – e.g., GEN050001). An item to be superseded could also be a preconstruction permit (which has a name beginning with PCP – e.g., PCP040002), or any combination of GENs and PCPs.

The screenshot shows the NJDEP Online application interface in a Mozilla Firefox browser. The address bar shows the URL: https://www11-stg.state.nj.us/DEP\_RSP/Orchestrate.do. The page header includes navigation links for njhome, citizen, business, government, services A to Z, and departments. The user is logged in as Milan kun (SATSUMA) with the facility name DUET BAKERY. The permit name is GP-006A Boilers and Heaters Individually Less Than 10 Million BTU/Hr Combusting Natural Gas, Propane, No. 2 Fuel Oil, Diesel or Kerosene exclusively. The left sidebar contains a menu with items: 1 - Permit Name, 2 - Select Facility, 3 - Permit Type, 4 - Permit Procedures, 5 - Permit Contacts, 6 - Industrial Codes, 7 - Permit Details (selected), 8 - Certification, and 9 - Payment. The main content area is titled "Section B: Reason for Applying (Check one)". It contains two radio button options: "Unpermitted" (selected) and "Permitted". Below the "Permitted" option is a button labeled "Select Permitted Equipment". The bottom of the screen shows "Section C: Inventories" and a "Done" button.

If you choose to supersede an existing permit or permits, clicking on the “Select Permitted Equipment” button will bring you to a screen showing what equipment is currently permitted at the facility, grouped by the permit in which the equipment is contained. Each permit has a checkbox next to it. You should check the box(es) corresponding to the permit or permits containing the equipment that will be superseded, and then click on the “Continue” button at the bottom of the screen. (You can also click on “Cancel” to go back to the previous screen without selecting any items. But remember to change the radio button selection on that screen back to “Unpermitted” if you do this.) Note that an existing permit may contain more than one piece of equipment. All equipment in the existing permit will be superseded by the new general permit. When the new general permit is approved, the previous permit(s) will no longer be valid, and the facility will no longer be authorized to operate any equipment that was permitted in a superseded permit but is not contained in the new general permit. Therefore, if the new general permit is to include existing, permitted equipment, make sure you enter all of that equipment information in the Permit Details screen, as well as the information pertaining to the new equipment.

(How to add equipment information is discussed under the heading “Inventories” in the next few paragraphs.)

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73301  
DUET BAKERY

**Permitted Equipment Summary for DUET BAKERY**

Note: Any permit applications that have been filed with the DEP and are currently under review will not be shown within the summary. Select the existing Preconstruction or General Permit which is to be superceded by the General Permit you are about to create.

Select	Activity Number	Permit Class	Permit Type	NJID #	Facility Designation
<input type="checkbox"/>	PCP060001	Preconstruction Permit	Construction of New Source	E-1	Tempi To
<input type="checkbox"/>	PCP080001	Preconstruction Permit	Construction of New Source	E-215	PB-10

Clicking a column title will sort the table by that column.

**WARNING!** This new General Permit Application will supercede and delete any existing NJDEP permit Activity Number (PCP or GEN No.) referenced in this application. If there is any other equipment on the existing NJDEP permit which will not be covered by this new General Permit, the existing NJDEP permit must be modified prior to completion and submittal of this General Permit. Failure to do so will result in overwriting (deleting) the existing permit(s) referenced.

Continue Cancel

If you are not sure if the equipment is already permitted or not, you can click on the “Permit/Certificate Folder” link in the third paragraph of the Section B text, which will bring you to a screen showing all of the equipment currently permitted at the facility.

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DUET BAKERY

**GP-006A Boilers and Heaters Individually Less Than 10 Million BTU/Hr Combusting Natural Gas, Propane, No. 2 Fuel Oil, Diesel or Kerosene exclusively**

**Section B: Reason for Applying (Check one)**

Select "Unpermitted" if **all** of the pieces of Equipment covered by this General Permit are existing equipment that were never covered by an air permit, or is new equipment that is going to be installed. Continue to Section C: Equipment Inventory.

Select "Permitted" if **one or more** of the pieces of Equipment covered by this General Permit is existing equipment that is or was covered by an air permit, or new equipment that will replace existing pieces of equipment currently listed on an air permit.

If you are unsure the equipment listed in Section C: Equipment Inventory has ever been issued an air permit, please refer to our [Permit/Certificate Folder](#). The Permit/Certificate Folder contains a list of all permits (General and Preconstruction) at the facility and the equipment included in those permits.

☒ Unpermitted (new equipment or existing unpermitted equipment)  
☐ Permitted (modification or replacement of existing pieces of equipment currently listed on an effective NJDEP permit)

Select Permitted Equipment

### • ----- Section C: Inventories -----

The next section of the Permit Details screen may be titled “Inventory,” “Inventories,” “Tank Inventory,” or “Equipment Inventory” (depending on which general permit was selected).<sup>1</sup> This is the section in which you enter the information pertaining to the equipment that is to be included in the permit, and should look similar to what is shown in the screenshot on the next page. (It may vary slightly depending on which general permit was chosen.) Note that one equipment row is included by default. To add additional rows (as in the screenshot), click on the “Add Equipment” button below the first equipment row. Any added row can subsequently be removed by clicking on the red and white X button in the “Remove” column of that row. Fields that are marked with an asterisk (\*) are required. Other items can be left blank. If NJID number fields (Equipment NJID #, Emission Point NJID #, Emission Unit NJID #) are

<sup>1</sup> In the case of GP-013 (Non-HAP Dry Cleaning Equipment), there is an additional section in which the types of equipment to be included in the permit (non-HAP VOC solvent dry cleaning equipment and/or CO<sub>2</sub> dry cleaning equipment) are selected with checkboxes, and this is Section C. In that case, the Equipment Inventory is Section D.



left blank, numbers will be automatically assigned. (NJID numbers are numbers used by DEP to identify the equipment in the permit.)

**Section C: Inventories**

The Applicant may review the current list of Equipment (E) Numbers, Emission Unit (U) Numbers and Emission Point (PT) Numbers, on record for the Facility and input a unique number or you may leave these fields blank and the Department will automatically assign the next available number for these items.

**Note:** The Applicant does not need to complete the NJID fields but must fill out all required facility designations and descriptions. Required fields are indicated by an asterisk (\*).

**Equipment Associated with this General Permit.**

Equipment NJID #	*Facility Designation	*Installation Date (mm/dd/yyyy)	Emission Pt NJID #	Remove
E-231	Altakai 31	08/28/2007	PT-	
E-232	Altakai 32	08/19/2007	PT-	✖
E-1501	Back Rm Heat	02/26/2000	PT-	✖

Buttons: Add Equipment, Review Equipment, Review Emission Points

**Emission Unit NJID #**

U- [ ]

Review Emission Units

**Section D: Permitting Options**

Numbers chosen for NJID # fields cannot be the same as that used in any other of the facility's approved permits. If you want to assign the numbers yourself, but need to see which numbers are already in use, you can view the items already in use by clicking on the buttons labeled "Review Equipment," "Review Emission Points," or "Review Emission Units." A table that appears on the screen will show you the NJID numbers and designations of the items of that type currently permitted at the facility. The example screenshot appears when clicking on the "Review Emission Units" button.

**EMISSION UNIT INVENTORY FOR DUET BAKERY**

NJID #	Facility Designation	Facility Description	Permit Status
U-1	OVEN	Tempi Tunnel Oven	Approved
U-215	PB-10	(B-A2) MIWE Process Boiler	Approved

Clicking a column title will sort the table by that column.

Buttons: Return

**Navigation Sidebar:**

- 1 - Permit Name
- 2 - Select Facility
- 3 - Permit Type
- 4 - Permit Procedures
- 5 - Permit Contacts
- 6 - Industrial Codes
- 7 - Permit Details
- 8 - Review Emission Units
- 9 - Certification

#### • ----- Section D: Permitting Options -----

The final section of the Permit Details for most general permits is called either "Permitting Options" or "Permitting Scenarios."<sup>2</sup> (For GP-010 and GP-011, it is called "Potential to Emit," but functions in the same way.) In this section, you choose from a number of options regarding how you will be authorized to operate the equipment in the permit. In some cases, the options available will depend on selections made earlier on the details screen. You will typically select one of the options by clicking on the radio button to the left of the corresponding selection.

<sup>2</sup> For GP-013, this is Section E.

**Section D: Permitting Options**

This Registration Form is for single or multiple units. Indicate how the unit(s) is being registered by selecting one General Permit Number from one of the 3 options listed below. Only ONE box may be checked in the table below.

Compliance shall be demonstrated as follows:  
Options A: Maximum Heat Input Rate To The Boiler  
Options B and C: Totalizing Fuel Flow Meter

To determine which option is appropriate for your permit, please click the Review PTE button for option descriptions and permit emission rates.

[View PTE](#) [View Permitting Scenarios](#)

Option A Single or multiple boilers and/or heaters [with a combined maximum heat input of less than 10 MM BTU/HR] burning Natural Gas, Propane, Number 2 Fuel Oil, Diesel, Kerosene, or any combination of these fuels.		Option B Single or multiple boilers and/or heaters burning only Natural Gas, and/or Propane [monitored by a fuel meter]		Option C Multiple Boilers and/or heaters burning only Number 2 Fuel Oil, Diesel, and/or Kerosene [monitored by a fuel meter]	
Size of Boiler Maximum Heat Input Rate		Maximum Annual Natural Gas Limit (or Equivalent Propane)		Maximum Annual No. 2 Fuel Oil, Diesel and/or Kerosene Limit.	
<input type="radio"/> BH-A1	2 Million BTU/Hr	<input type="radio"/> BH-B1	50,000,000 Cubic Ft/Yr	<input type="radio"/> BH-C1	100,000 Gallons/Yr
<input type="radio"/> BH-A2	4 Million BTU/Hr	<input type="radio"/> BH-B2	100,000,000 Cubic Ft/Yr	<input type="radio"/> BH-C2	350,000 Gallons/Yr
<input type="radio"/> BH-A3	6 Million BTU/Hr	<input type="radio"/> BH-B3	150,000,000 Cubic Ft/Yr	<input type="radio"/> BH-C3	500,000 Gallons/Yr
<input type="radio"/> BH-A4	8 Million BTU/Hr	<input type="radio"/> BH-B4	200,000,000 Cubic Ft/Yr	<input type="radio"/> BH-C4	1,000,000 Gallons/Yr
<input type="radio"/> BH-A5	10 Million BTU/Hr	<b>Footnote:</b> 1-Annual volume of Propane (in gallons) used shall be multiplied by the factor 87.1 to get the equivalent volume (ft <sup>3</sup> ) of Natural Gas. The total of this equivalent volume plus the actual Natural Gas volume shall not exceed the limits of this column for the purposes of determining compliance with this General Permit.			

[Save Application](#) [Save and Begin Another](#) [Back to Workspace](#)

For more detail on the emission limits and related requirements associated with the different options, click on the button labeled “View PTE.”

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Currently logged in: Mikan kun (SATSUMA)  
73301  
DUET BAKERY  
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**VIEW PTE - BOILERS**

The following tables provide the permittee with a potential-to-emit (PTE), in tons per year, for each air contaminant category. The PTE assigned to each boiler will correspond to the option selected on the registration form.

**OPTION A**  
**SINGLE OR MULTIPLE BOILERS AND/OR HEATERS [WITH A COMBINED MAXIMUM HEAT INPUT OF LESS THAN 10 MM BTU/HR] BURNING NATURAL GAS, PROPANE, NUMBER 2 FUEL OIL, DIESEL, KEROSENE OR ANY COMBINATION OF THESE FUELS**  
**TPY-POTENTIAL-TO-EMIT ESTABLISHED BY SELECTING UNIT SIZE CATEGORY ASSUMES MAXIMUM SIZE BOILER IN SELECTED CATEGORY FIRING CONTINUOUSLY FOR 8760HR/YR**

General Permit Number	Size of Unit Maximum Heat Input (Million BTU/HR)	Air Contaminant Category				
		Total Suspended Particulates (TSP)	Sulfur Dioxide (SO <sub>2</sub> )	Oxides of Nitrogen (NO <sub>x</sub> )	Carbon Monoxide (CO)	Volatile Organic Compounds (VOC)
BH-A1	<= 2	0.12	2.66	1.23	0.31	0.05
BH-A2	> 2 & <= 4	0.25	5.33	2.47	0.62	0.10
BH-A3	> 4 & <= 6	0.37	7.99	3.70	0.93	0.16
BH-A4	> 6 & <= 8	0.49	10.66	4.93	1.23	0.20
BH-A5	> 8 & <= 10	0.62	13.32	6.17	1.54	0.26

**OPTION B**  
**SINGLE OR MULTIPLE BOILERS AND/OR HEATERS BURNING ONLY NATURAL GAS AND/OR PROPANE [MONITORED BY A FUEL METER]**  
**TPY-POTENTIAL-TO-EMIT ESTABLISHED BY SELECTING MAXIMUM GAS USAGE ASSUMES MAXIMUM CUBIC FEET/YR BURNED IN SELECTED CATEGORY**

General Permit Number	Annual Natural Gas Limit	Air Contaminant Category				
		(TSP)	(SO <sub>2</sub> )	(NO <sub>x</sub> )	(CO)	(VOC)
BH-B1	<= 50,000,000 cubic ft/yr	0.19	0.02	2.50	2.10	0.14
BH-B2	<= 100,000,000 cubic ft/yr	0.38	0.03	5.00	4.20	0.28
BH-B3	<= 150,000,000 cubic ft/yr	0.57	0.05	7.50	6.30	0.42
BH-B4	<= 200,000,000 cubic ft/yr	0.76	0.06	10.00	8.40	0.55

**Note:** Annual volume of Propane (in gallons) used shall be multiplied by the factor 87.1 to get the equivalent volume (in ft<sup>3</sup>) of Natural Gas. The total of this equivalent volume plus the actual Natural Gas volume shall not exceed the limits of this column for the purpose of determining compliance with this General Permit.

**OPTION C**  
**MULTIPLE BOILERS AND/OR HEATERS BURNING ONLY NUMBER 2 FUEL OIL, DIESEL, AND / OR KEROSENE [MONITORED BY A FUEL METER]**  
**TPY-POTENTIAL-TO-EMIT ESTABLISHED BY SELECTING MAXIMUM OIL USAGE ASSUMES MAXIMUM GALLON/YR BURNED IN SELECTED CATEGORY**

General Permit Number	Annual Limit Total No. 2 Fuel Oil, Diesel and/or Kerosene	Air Contaminant Category
-----------------------	---	--------------------------

For more information on the allowable permit scenarios, and diagrams pertaining to the different options, click on the “View Permitting Scenarios” button.

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73301  
DUET BAKERY

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### PERMITTING SCENARIO DIAGRAM

**Permittable / Unpermittable Schematics:**  
GP for external combustion sources < 10 mm Btu/hr

**Permittable Scenario**  
Facility-wide meter - all pieces of equip attached are applicable sources ONLY

```

graph LR
    FUEL --> FAC-WIDE-METER[FAC-WIDE METER]
    FAC-WIDE-METER --> APPLICABLE-AND-INSIGNIFICANT-SOURCES[APPLICABLE AND INSIGNIFICANT SOURCES]
    APPLICABLE-AND-INSIGNIFICANT-SOURCES --> B1[Boilers < 10 mm btu/hr]
    APPLICABLE-AND-INSIGNIFICANT-SOURCES --> B2[sp heaters]
    APPLICABLE-AND-INSIGNIFICANT-SOURCES --> B3[hot-water htrs]
  
```

**Unpermittable Scenario**  
Facility-wide meter - connected to different combustion source types

```

graph LR
    FUEL --> FAC-WIDE-METER[FAC-WIDE METER]
    FAC-WIDE-METER --> APPLICABLE-SOURCES[APPLICABLE SOURCES]
    FAC-WIDE-METER --> INSIGNIFICANT-SOURCES[INSIGNIFICANT SOURCES]
    FAC-WIDE-METER --> EXCLUSION-SOURCES[EXCLUSION SOURCES]
  
```

**Permittable Scenario**  
In-line meter - dedicated to a group of applicable sources

```

graph LR
    FUEL --> IN-LINE-METER[IN-LINE METER]
    IN-LINE-METER --> GROUP-OF-APPLICABLE-SOURCES[GROUP OF APPLICABLE SOURCES RE-PIPED TO A DEDICATED IN-LINE FUEL METER]
  
```

This General Permit covers a single or multiple external combustion units with a maximum combined rated gross heat input capacity of less than 10 MM BTU/hr; a group of units with a maximum annual gaseous fuel usage of less than or equal to 200 MM CF; or a group of units with a maximum annual liquid fuel limit of less than or equal to 1.0 MM gallons. Annual fuel limits must be monitored by a dedicated fuel totalizer or a facility-wide fuel meter at the location specified in the permit.

When you have finished filling out all of the required information on the Permit Details screen, you can click on the “Save Application” button to save your work and continue to the certification page; or “Save and Begin Another” to save your work and begin processing another GP. Clicking “Back to Workspace” will bring you back to “My Workspace” without saving the details information that you just entered; so make sure you choose one of the other two buttons if you want to save this information.

Save Application Save and Begin Another Back to Workspace

After clicking on either of the “Save” buttons, validation will be performed on the data that was entered. If any errors are found (such as missing required information, use of NJID #s that already exist for other equipment at the facility, wrong data type entered into a field, etc.), the same screen will refresh with the errors listed in bold, red text at the top of the screen. You must fix these errors and click on one of the “Save” buttons again in order to save the information and proceed.

**Sample Validation Errors**

njdep online  
njdep home | about dep | index by topic | programs/units | dep online

Version: 1.1  
Currently logged in: Fake Marinucci (SATSUMA)

61085  
DEP AIR TEST SITE

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GP-006A Boilers and Heaters Individually Less Than 10 Million BTU/Hr Combusting Natural Gas, Propane, #2 Fuel Oil, Diesel or Kerosene exclusively.

- The value of Installation Date must be a date with a format of MM/DD/YYYY.
- Row: 1, Column: Facility Designation - Must be specified.

**Section B: Reason for Applying for this GP**

Select "Unpermitted" if **all** of the pieces of Equipment covered by this General Permit are existing equipment that were never covered by an air permit, or is new equipment that is going to be installed. Continue to Section C: Equipment Inventory.

Select "Permitted" if **one or more** of the pieces of Equipment covered by this General Permit is existing equipment that is or was covered by an air permit, or new equipment that will replace existing pieces of equipment currently listed on an air permit.

If you are unsure the equipment listed in Section C: Equipment Inventory has ever been issued an air permit, please refer to your [Permit/Certificate Folder](#). The Permit/Certificate Folder contains a list of all permits (General and Preconstruction) at the facility and the equipment included in those permits.

☒ Unpermitted (new equipment or existing unpermitted equipment)



## Step 8 – Certification

• ----- Certification by the user who prepared the permit -----

Once the permit information has all been successfully entered and saved, the permit is ready for certification. If you just completed entering the permit information and clicked on the “Save Application” button, you will be brought automatically to the certification screen. If you do not want to complete the certification now, you can access this screen later from My Workspace by clicking on the ID number of the service, which will now have a status of “Awaiting Certification.”


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[https://www11-stg.state.nj.us/DEP\\_RSP/Orchestrate.do?initiate=true&orchestrationId=Core-Works](#) [Wikipedia \(English\)](#)  
 << < 1 2 > >>

ID	Application Name	Facility Name	Description	Status	Created Date	Last Modified Date	View	History	Remove
<a href="#">13998</a>	kawari-magic	NJDEP 3	GP-013 Non-Hap Drycleaning Equipment	In-Progress	02/27/2008	02/27/2008			
<a href="#">13988</a>	Ibusuki DC	DUET BAKERY	GP-010 Non-Hap VOC Solvent Degreasing Operations	In-Progress	02/22/2008	02/22/2008			
<a href="#">13988</a>	Ibusuki 3	METRO BAGEL	GP-003 Woodworking	In-Progress	02/21/2008	02/21/2008			
<a href="#">13974</a>	palace heater 4	DUET BAKERY	GP-006A Boilers and Heaters Less Than 10 Million BTU/Hr	Awaiting Certification	02/20/2008	02/28/2008			
<a href="#">13973</a>	palace heater	DUET BAKERY	GP-006A Boilers and Heaters Less Than 10 Million BTU/Hr	In-Progress	02/20/2008	02/20/2008			
<a href="#">10294</a>	seed	ENJUKU KURO	GP-001 Bulk Solid Materials Receiving and Storage Systems	In-Progress	06/22/2007	02/27/2008			
<a href="#">6033</a>	7 seven 7	CANDY MOUNTAIN TRUCKING, LLC	GP-007 Stationary Non-Floating Roof Storage Tank(s) Storing Volatile Organic Compounds (VOCs)	Awaiting Payment	06/01/2007	06/01/2007			
<a href="#">6030</a>	Bill Him Later	GREEN OFFICE PAPER MILLS	GP-008 Site Remediation Activities for Gasoline Contamination at Vehicle Fueling Stations	Awaiting Payment	06/01/2007	06/01/2007			
<a href="#">5970</a>	second supers second supers second supers second supers second supers second supers se	THREE KINGDOMS BAKERY	GP-013 Non-Hap Drycleaning Equipment	In-Progress	05/30/2007	05/30/2007			
<a href="#">5909</a>	rekishi 003	CANDY MOUNTAIN TRUCKING, LLC	GP-006 Boilers Less Than 10 Million BTU/Hr	Awaiting Payment	05/25/2007	05/25/2007			

Clicking a column title will sort the table by that column.

The certification screen has two rows, one for each of the required certifications (Individual With Direct Knowledge & Responsible Official). A blue ribbon will appear in each row to which you have the required access. (I.e., if you have Individual With Direct Knowledge access, a blue ribbon will only appear in this row, and the Responsible Official will have to complete the other certification. If you have Responsible Official access, a ribbon will appear in each row.) To complete one of the certifications, click on the blue ribbon in the column labeled “Certify Electronically” of the appropriate row.

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Version: 2.0  
 Currently logged in: Mikan kun (SATSUMA)

73301  
 DUET BAKERY

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### CERTIFICATION - SINGLE APPLICATION SUMMARY

13974 - palace heater 4

Required	Name	Certifier Type	Certifier Status	Notification Status	Certify Electronically	Certify via Paper	Remove Certifier
		Individual With Direct Knowledge	Not Certified	No notifications sent.			
		Responsible Official	Not Certified	No notifications sent.			

Clicking a column title will sort the table by that column.

[Continue](#) | [Send Notifications](#) | [Add Certification Type](#)

On the certification screen that appears, there is a statement as to what exactly you are certifying (which varies slightly for each certification type), and a place to enter your Certification PIN. Your certification PIN is a six-character alphanumeric code assigned by the system. When you first set up your account,

you had the opportunity to have it e-mailed to you. **Unlike the old DEP Online system, your certification PIN is NOT the same as your password!** If you misplaced or forgot your PIN, or never requested one in the first place, you can click on the “Forgot Certification PIN” button to have a new one sent to you. It will be sent to the e-mail address you specified in your user profile. (There will be a confirmation message before sending the PIN, so that you can verify that the e-mail address is correct, as well as a link to where the e-mail address on file can be updated.) It is recommended that you copy the PIN directly from the e-mail and paste it into the certification code box, since it easy to make a mistake when entering the code manually.

Version: 2.0  
Currently logged in: Mikan kun (SATSUMA) 73301 DUET BAKERY Help | Logout

**CERTIFICATION - SINGLE APPLICATION - INDIVIDUAL WITH DIRECT KNOWLEDGE**

Service ID	Permit Type	Creation Date	View
13974	Air Program - General Permits - GP-006A Boilers and Heaters Less Than 10 Million BTU/Hr	02/20/2008	

**Certification of the Individual With Direct Knowledge**

"I certify under penalty of law that I believe the information provided in this document is true, accurate, and complete. I am aware that there are significant civil and criminal penalties, including the possibility of fine or imprisonment or both, for submitting false, inaccurate or incomplete information."

Name of Certifying Party: Mikan kun

User ID of Certifying Party: SATSUMA

\*Certification PIN:

\* Required

Certification of your PIN constitutes an electronic signature of this submittal in accordance with the aforementioned statement.

[Certify](#) [Forgot Certification PIN](#) [Cancel](#)

Click on the “Certify” button to complete the certification and return to the previous page. The “Certifier Status” for the row that you just certified will now show as certified, with today’s date, and your username will appear in the Name column. If you have Responsible Official access, you can continue with the next certification in the same way just described.

Version: 2.0  
Currently logged in: Mikan kun (SATSUMA) 73301 DUET BAKERY Help | Logout

**CERTIFICATION - SINGLE APPLICATION SUMMARY**

13974 - palace heater 4

Required	Name	Certifier Type	Certifier Status	Notification Status	Certify Electronically	Certify via Paper	Remove Certifier
	Mikan kun	Individual With Direct Knowledge	Certified on 02/28/2008	No notifications sent.			
		Responsible Official	Not Certified	No notifications sent.			

Clicking a column title will sort the table by that column.

[Continue](#) [Send Notifications](#) [Add Certification Type](#)

You may have also noticed the two other buttons on this screen, “Send Notifications” and “Add Certification Type.” The “Send Notifications” button allows you to send e-mail notifications to any users



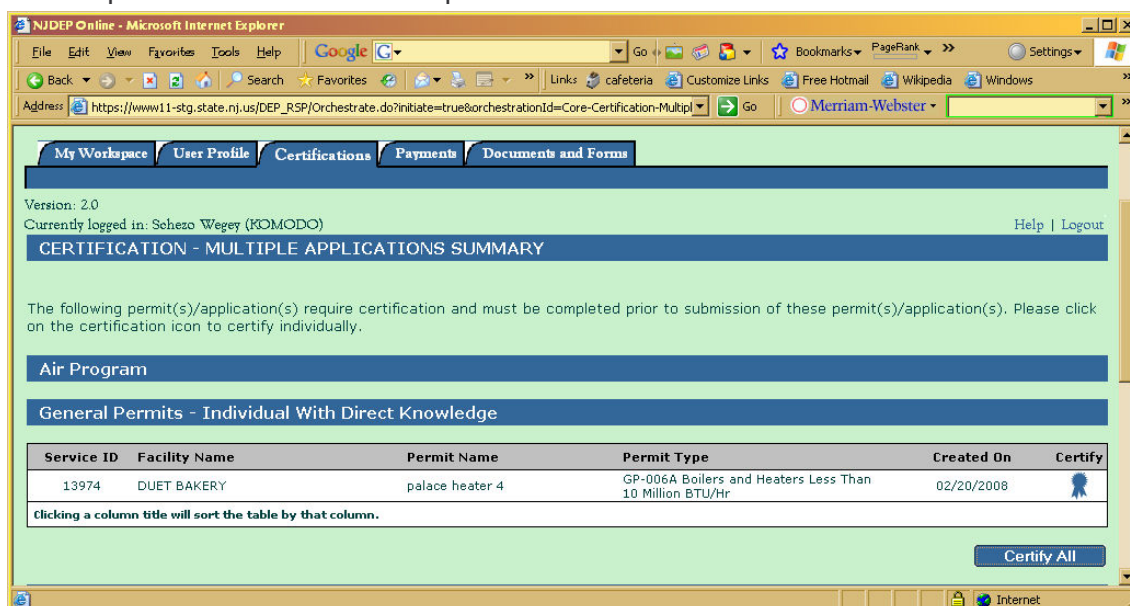
you choose who have the associated facility in their User Profiles, to let them know that the application is ready to be certified. The “Add Certification Type” button allows you to specify a third person who is required to certify the application before continuing to payment. (This might be necessary if one person is familiar with the information in one section of the permit, and a different person is familiar with the rest.)

• ----- **Certification by another user** -----

If a person needing to certify the permit is NOT the same person who prepared it, he or she will not see the permit in his or her workspace. (This could happen if the person who prepared the permit is not the Responsible Official, for example. The Responsible Official is still required to certify the permit.) Providing that person has the facility set up in his or her user profile, however, he or she can still access the permit via the Certifications tab.



Clicking on this tab will bring up a multiple application certification screen, which shows all of the general permit applications requiring certification for that user's facilities. To certify an individual permit, the user should click on the blue ribbon in the “Certify” column of the appropriate row, and then follow the same procedure outlined in the previous section.



Alternatively, if there are several applications requiring certification, they can all be completed at once. In the example screenshot above, there is only one, but if the user has multiple applications awaiting certification, it is possible to certify any number of them by clicking on the “Certify All” button and proceeding through the ensuing screens. There will be checkboxes to select which applications to include in the bulk certification.

Once both of the certifications for a particular application have been completed, the “Continue” button on the certification page becomes enabled, and you can then continue to the payment screen.

**CERTIFICATION - SINGLE APPLICATION SUMMARY**

Version: 2.0  
Currently logged in: Mikan kun (SATSUMA) 53059 CANDY MOUNTAIN TRUCKING, LLC

5909 - rekishi 003

Required	Name	Certifier Type	Certifier Status	Notification Status	Certify Electronically	Certify via Paper	Remove Certifier
✓	Mikan kun	Individual With Direct Knowledge	Certified on 05/25/2007	No notifications sent.			
✓	Fake Marinucci	Responsible Official	Certified on 03/07/2008	Last Notified on 03/07/2008			

Clicking a column title will sort the table by that column.

[Continue](#) [Send Notifications](#) [Add Certification Type](#)

## Step 9 – Payment

### • ----- Payment for a single permit by the user who prepared the application -----

The final step in processing a general permit application is payment. If you have just completed the required certifications for a single permit (as described in the previous section) and clicked on the “Continue” button, you will be automatically brought to the first payment screen (Payment Summary) as the final step in submitting the permit application. You can also access this screen any time following certification from the “My Services – In Progress” area of the My Workspace screen, if you are the user who created the permit. (See the following section for how to access this screen at any time following certification if you are not the person who created the permit. You should use that method if you want to pay for several permits all in one payment.)

There are three options for payment: credit card, e-check (electronic check payment), and “Bill Me Later.” With either of the first two payment types, which are both electronic, the permit should be approved as soon as the payment is successfully processed. With “Bill Me Later,” the permit will not be approved until payment is received and processed by the Department. Click the button for the type of payment you wish to use in order to continue.

**PAYMENT SUMMARY**

Version: 2.0  
Currently logged in: Mikan kun (SATSUMA) 53059 CANDY MOUNTAIN TRUCKING, LLC

**Charges**

ID	Facility ID	Facility Name	Program	Service	Type	Creation Date	Amount
5909	53059	CANDY MOUNTAIN TRUCKING, LLC	Air Program	General Permits	GP-006 Boilers Less Than 10 Million BTU/Hr	05/25/2007	\$350.00
							<b>Total: \$350.00</b>

Clicking a column title will sort the table by that column.

[Pay via Credit Card](#) [Pay via eCheck](#) [Bill Me](#) [Return](#)

**Pay via Credit Card:** To pay by credit card, click on the “Pay via Credit Card” button, and fill out the information on the screen that appears. Information marked with an asterisk is required. When the fields are all filled out, click on the “Continue” button at the bottom right of the screen to proceed. (Clicking “Cancel” will return you to the Payment Summary screen.)

**MAKE PAYMENT - BY CREDIT CARD**

Total: \$350.00

Credit Card Type\*: Visa  
 Credit Card Number\*: 1234567890987654  
 Expiration Date\*: Novemb 2010  
 Credit Card Name: Sang-sun Park

Address\*: 31-53 Lost Highway  
 City\*: Ong's Hat  
 State\*: New Jersey  
 Zip Code\*: 08080  
 Country\*: United States

Continue Clear Cancel

A confirmation screen will then appear, showing the charges and the payment information that you entered (with all but the last four digits of the credit card number masked with asterisks). After you have verified that the information on the screen is correct, click on the “Authorize Payment” button to continue with the payment using the information supplied. (Clicking “Cancel” will return you to the Payment Summary screen.)

**REVIEW PAYMENT INFORMATION**

**Payment Summary**

Charges:

ID	Facility ID	Facility Name	Program	Service	Type	Creation Date	Amount
5909	53059	CANDY MOUNTAIN TRUCKING, LLC	Air Program	General Permits	GP-006 Boilers Less Than 10 Million BTU/Hr	05/25/2007	\$350.00
<b>Total:</b>							<b>\$350.00</b>

Clicking a column title will sort the table by that column.

**Payment Type**

Credit Card Type: Visa  
 Credit Card Number: \*\*\*\*\*7654  
 Expiration Date: 11/10  
 Name on Card: Sang-sun Park

Address: 31-53 Lost Highway  
 City: Ong's Hat  
 State: New Jersey  
 Zip Code: 08080  
 Country: United States

Authorize Payment Cancel

**Pay via eCheck:** To pay electronically by check (using either a checking or savings account), click on the “Pay via eCheck” button, and fill out the information on the screen that appears. Information with an asterisk is required. When the information is complete, click on the “Continue” button at the bottom right of the screen to proceed. (Clicking “Cancel” will return you to the Payment Summary screen.)

**MAKE PAYMENT - BY eCHECK**

Version: 2.0  
Currently logged in: Mikan kun (SATSUMA) 53059  
CANDY MOUNTAIN TRUCKING, LLC

**1 - Payment Summary**  
2 - Payment Details  
3 - Review Payment Information  
4 - Payment Confirmation

**Total: \$350.00**

Bank Routing No.\*: 123456789  
Account Number\*: 0246809753113579  
Account Type\*: Checking  
Name on Account\*: Aruru Nadje

Facility Name\*: Candy Mountain Trucking  
Contact Name\*: Aruru Nadje  
Contact Phone No.\*: 6099843022  
Contact Phone No. Ext.:  
Contact E-Mail\*: aruru@bakedpuyo.com

Continue Clear Cancel

A confirmation screen will then appear, showing the charges and the payment information that you entered (with all but the last five digits of the account number masked with asterisks). After you have verified that the information on the screen is correct, click on the “Authorize Payment” button to continue with the payment using the information supplied. (Clicking “Cancel” will return you to the Payment Summary screen.)

**REVIEW PAYMENT INFORMATION**

Version: 2.0  
Currently logged in: Mikan kun (SATSUMA) 53059  
CANDY MOUNTAIN TRUCKING, LLC

**1 - Payment Summary**  
2 - Payment Details  
3 - Review Payment Information  
4 - Payment Confirmation

**Payment Summary**

**Charges:**

ID	Facility ID	Facility Name	Program	Service	Type	Creation Date	Amount
5909	53059	CANDY MOUNTAIN TRUCKING, LLC	Air Program	General Permits	GP-006 Boilers Less Than 10 Million BTU/Hr	05/25/2007	\$350.00
<b>Total:</b>							<b>\$350.00</b>

Clicking a column title will sort the table by that column.

**Payment Type**

Bank Routing Number: 123456789  
Account Number: \*\*\*\*\*13579  
Account Type: Checking

Facility Name: Candy Mountain Trucking, LLC  
Contact Name: Aruru Nadje  
Contact Phone #: 6099843022  
Contact Email: aruru@bakedpuyo.com

Authorize Payment Cancel

**Bill Me Later:** To receive a paper bill in the mail from the Department for the permit application, click on the button labeled “Bill Me.” A screen will appear informing you that the service will not be approved until the Department receives your payment, and that once you choose to proceed with this method, you will no longer be able to pay for the application electronically. Click “Cancel” to return to the Payment Summary screen and choose another payment method, or click on the “Continue” button to proceed.

**PAPER PAYMENT BILLING MESSAGE**

Version: 2.0  
Currently logged in: Mikan kun (SATSUMA)

**1 - Payment Summary**  
2 - Billing Message  
3 - Select Mailing Address  
4 - Payment Billing Confirmation

**Note:** The service will be submitted but will not be approved until the payment is received. If you continue you will no longer be able to pay for this service electronically. If you wish to pay for this service electronically please click the 'Cancel' button and choose the appropriate payment method.

Continue Cancel



On the next screen that appears, you choose the name and address to which you want the bill to be sent. Since this particular section of this document is intended for payments by a user who created the permit being billed, you most likely got to the original Payments Summary screen either by continuing from the certification screen, or by accessing the permit application from your My Workspace screen. (These are the two methods described earlier in this section.) In this case, you will have five choices for billing name and address. The first three are the three Service Contacts in the permit that you filled out in Step 5 (i.e., Air Permit Information Contact, Responsible Official, and Fees/Billing Contact). The fourth is the name and address information in your user profile, and the fifth is an option for all new, manually entered values.

The other way you might have accessed the payments screen is via the blue Payments tab at the top of the screen. If you did it this way instead, the three Service Contact choices will not be available. Only the fourth and fifth options described above will appear.

There are two important things to keep in mind when using or editing information on this screen. The first is that

- Even though the contacts all include space for three address lines, the bill that is created will only use the first of these lines. **Address lines 2 and 3 will not appear on the bill!**

The second thing to remember is that

- Any changes to Service Contact information or User Profile information made on this page to a contact chosen for the bill **will overwrite information previously entered or saved for that contact or in your user profile.**

Therefore, it is important to make sure that all information necessary for the bill to reach you (other than name, town, state, and zip code) is included in the first address line. Also, if you want to revise the billing contact information without saving over the information elsewhere in the permit or in your user profile, it is advisable to use the last option for manually entered information.

Choose the option you want to use for billing contact by selecting the radio button next to it. Make sure that all of the information is filled out and is correct, and then press the “Continue” button at the bottom right of the screen to proceed.

**PAYMENT MAILING ADDRESS OPTION - SELECT ONE**

Please select the mailing address to be used to send the bill for this service.

**Note:** Any address information listed in Address Lines 2 and 3 will NOT appear on the bill, so to ensure proper delivery, you will need to include all necessary address information in Address Line 1. Also note that any revised name and address information entered for a service contact or for the user will save back over the information currently included in the permit application for the respective service contact or in your user profile, so you may wish to use the last option ["Other (manually enter address)"] to prevent this from happening.

☒ Air Permit Information Contact

Data changes in the fields below will update the service contacts address information.

* First Name:	Sang-Sun	* Address Line 1:	19 E. 36th St.
* Middle Initial:		* Address Line 2:	Suite 1232
* Last Name:	Park	* Address Line 3:	
* Title:	oppa	* City:	New York City
* E-Mail Address:	formula979@oppa.net	* State:	New York
* Confirm E-Mail:	formula979@oppa.net	* Zip:	10018
* Organization Name:	Noraebang-4-You		
* Organization Type:	Local		

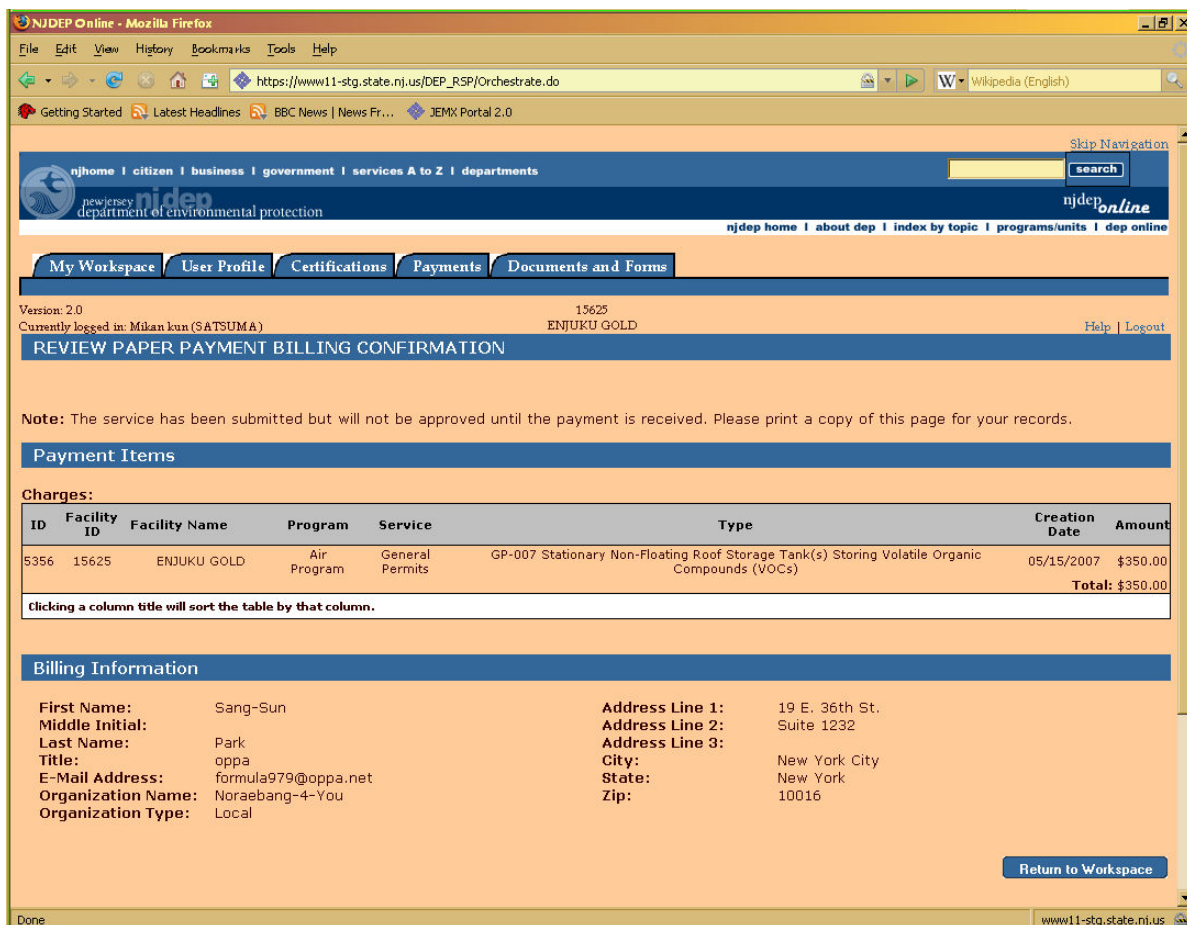
☐ Responsible Official

Data changes in the fields below will update the service contacts address information.

* First Name:	Danielle	* Address Line 1:	unknown island
* Middle Initial:		* Address Line 2:	
* Last Name:	Rousseau	* Address Line 3:	

Another important thing to remember when you are at this screen is that there will not be a chance to review and change the information once you proceed past this page. Although the next screen that appears is a summary of the charges and billing name and address chosen (titled “Review Paper Payment Billing Confirmation”), there is no opportunity to go back and change the information once that screen appears. So make sure that you fill out the information on this page very carefully, in order to ensure that the bill is sent to the correct place.



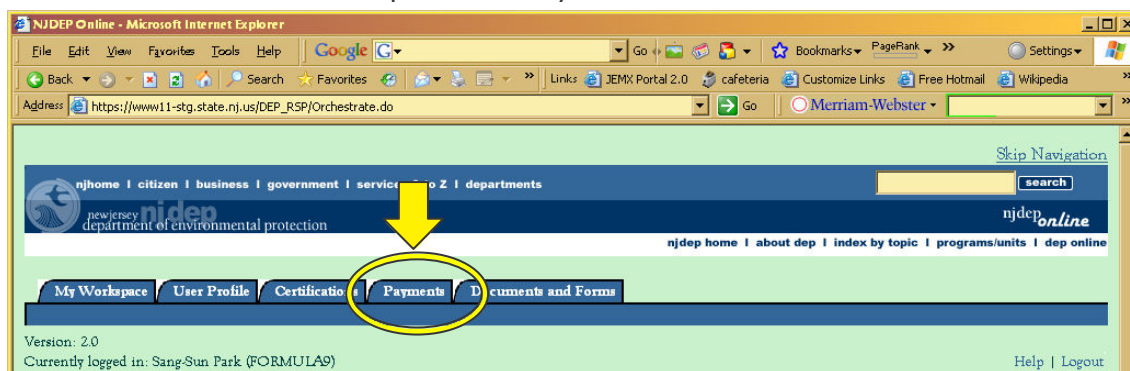


It is recommended that you print this page for your records.

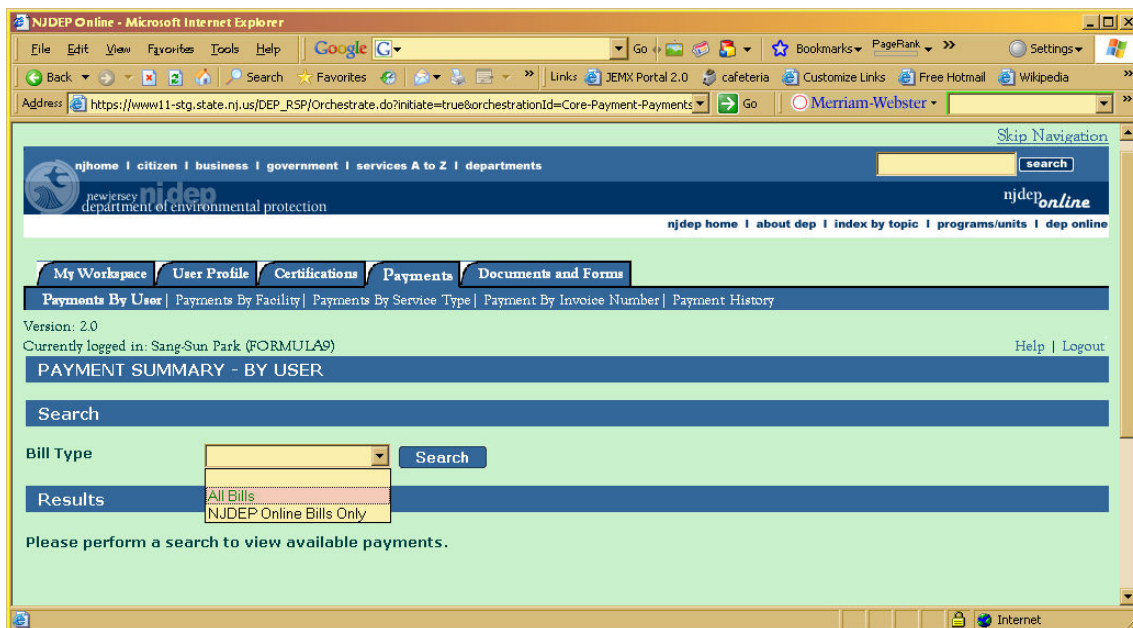
• ----- **Payment by someone else / Payment for multiple items at once** -----

Payment by a user other than he or she who prepared the permit application proceeds in almost exactly the same way as described above. In paying for a single permit, the main differences are in how the payment page is accessed, and in the options that appear for billing address when the "Bill Me Later" option is chosen. This is also the method that should be used if you wish to pay for multiple permits at once, since this method allows you to do that and the previous method does not.

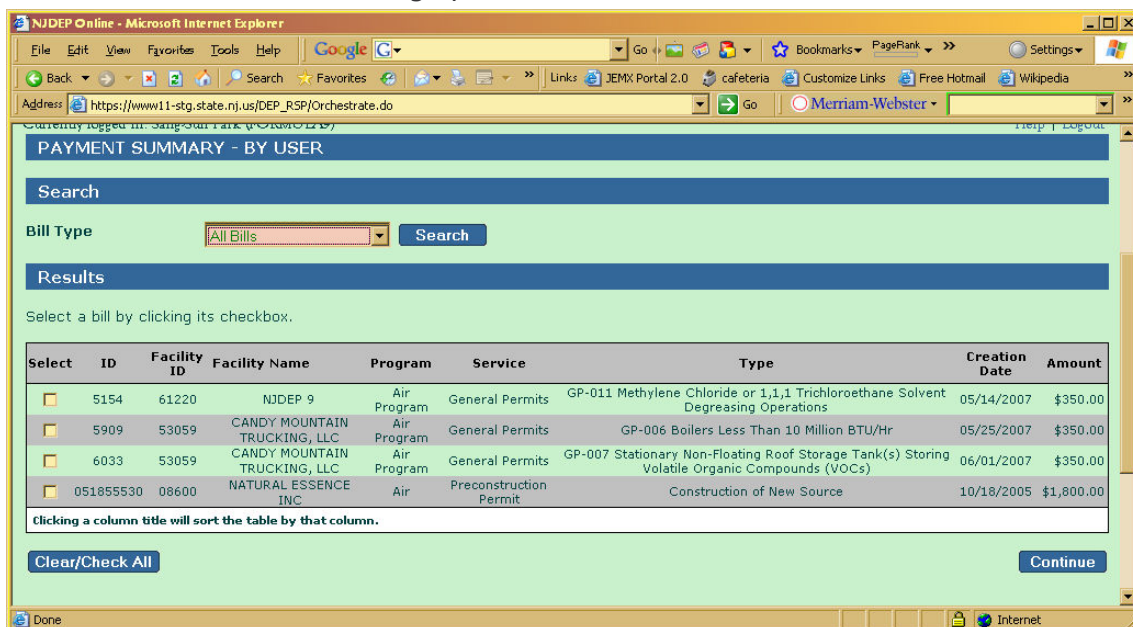
To pay for a permit that you did not create (or to pay for multiple items at once), the facility or facilities containing the items awaiting payment must first be included in your user profile. (How to add a facility to your profile is described towards the beginning of this document.) From anywhere in the Portal screens, click on the blue tab at the top labeled "Payments."



**Payments By User:** By default, you will be brought to the "Payments By User" payment option. (You can select another option by clicking on the link [white text] in the blue bar that appears immediately beneath the tabs once the page loads.) On this page, you can search for all outstanding assessments that can be paid online for all of the facilities in your user profile. In the drop-down, you have the choice of limiting the results to only bills generated by the online system, or to include all bills.



Clicking on the “Search” button will bring up the results.

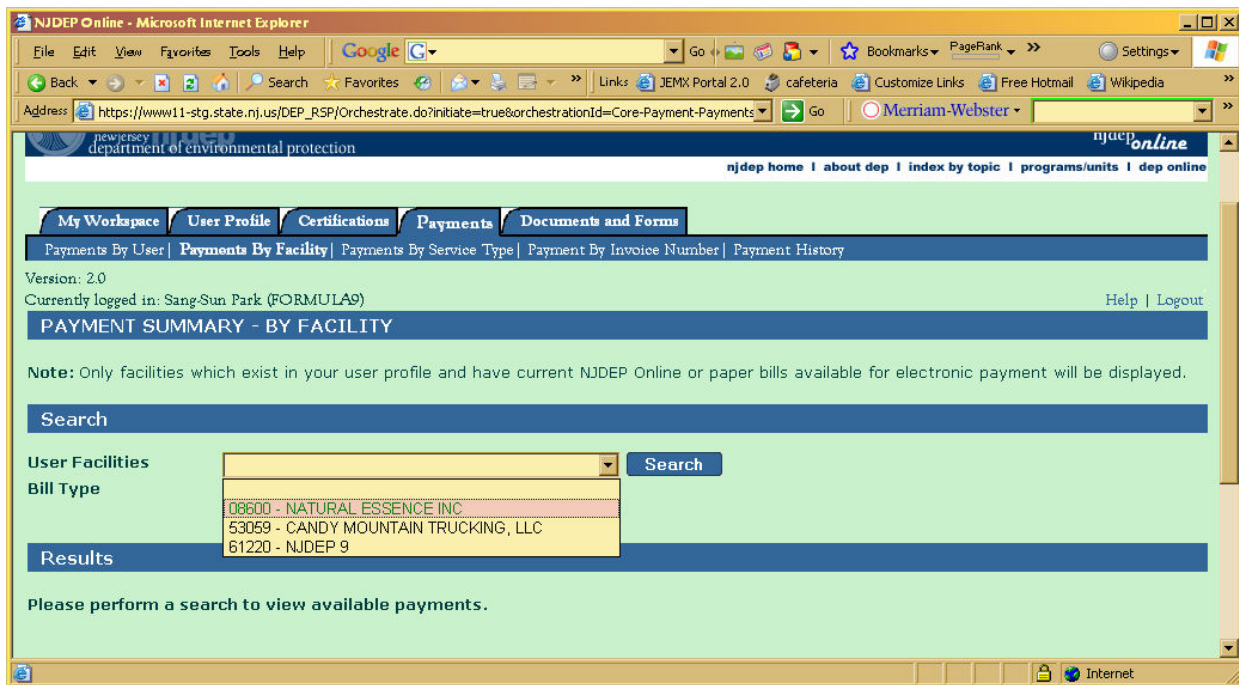


Select the items to include in the bill using the checkboxes to the left of the items, and then click on the “Continue” button to proceed.

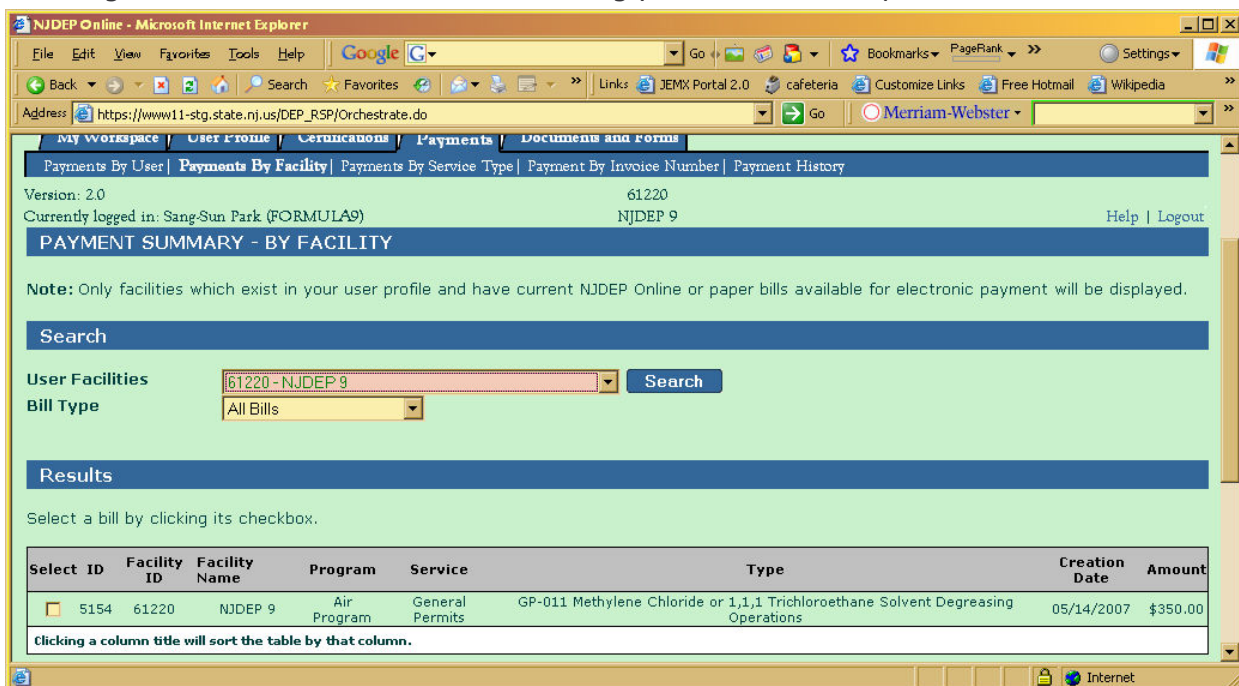
**Payments By Facility:** If you have a lot of facilities in your profile and would rather limit the search to one facility’s items, you can choose the “Payments By Facility” option instead. You can access this screen by clicking on the white text link in the blue bar described previously.



With this option, there is a drop-down list box from which to choose the facility, in addition to the drop-down list box described previously in which you select “All Bills” or “NJDEP Online Bills Only.” The drop-down list box for facility will only include facilities that are included in your user profile.



As with the previous method, the results appear, and you choose which items to include using the checkboxes to the left of the items. (In the example below, there is only one item.) Below the results and to the right is a "Continue" button that will bring you to the next step.



There are also a couple of other search options (other white text links) that will not be described in this document, but that function similarly to these two. It is not necessary to know how to use them in order to pay for a general permit generated using the system. You may wish to explore them, however, and see if you find them useful or not.

After making the choices (using either option described above) and proceeding, a payment summary screen will appear, showing the items included in the bill and the total bill amount. After this point, the rest of the process will be just as described in the prior section (headed, "Payment for a single permit by the user who prepared the application"). The only significant difference is that if you choose the "Bill Me Later" option for payment, the only options for billing name and address will be the name and address in your user profile, or manually entered information. The same precautions mentioned in the earlier section regarding billing address and user profile information apply here as well.



NJDEP Online - Microsoft Internet Explorer

File Edit View Favorites Tools Help Google

Address: https://www11-stg.state.nj.us/DEP\_RSP/Orchestrate.do

My Workspace User Profile Certifications Payments Documents and Forms

Version: 2.0  
Currently logged in: Sang-Sun Park (FORMULA9) Help | Logout

**PAYMENT SUMMARY**

1 - Payment Summary  
2 - Payment Details  
3 - Review Payment Information  
4 - Payment Confirmation

**Charges**

ID	Facility ID	Facility Name	Program	Service	Type	Creation Date	Amount
051855530	08600	NATURAL ESSENCE INC	Air Program	Preconstruction Permit	Construction of New Source	10/18/2005	\$1,800.00
5154	61220	NJDEP 9	Air Program	General Permits	GP-011 Methylene Chloride or 1,1,1 Trichloroethane Solvent Degreasing Operations	05/14/2007	\$350.00
5909	53059	CANDY MOUNTAIN TRUCKING, LLC	Air Program	General Permits	GP-006 Boilers Less Than 10 Million BTU/Hr	05/25/2007	\$350.00
6033	53059	CANDY MOUNTAIN TRUCKING, LLC	Air Program	General Permits	GP-007 Stationary Non-Floating Roof Storage Tank(s) Storing Volatile Organic Compounds (VOCs)	06/01/2007	\$350.00
<b>Total:</b>							<b>\$2,850.00</b>

Clicking a column title will sort the table by that column.

Pay via Credit Card Pay via eCheck Return

After you have paid for the permit, it is wise to check the “My Services – Submitted” section of your My Workspace screen to make sure that the permit migrates properly to DEP’s data system. For more information about that area, please see the section towards the beginning of the document (in the first section of the document, “My Workspace,” under the heading “My Services – Submitted”) which provides more detail on the items in that section.

## Navigational Tips

### Breadcrumbs Menu

Throughout many Portal activities (such as composing a general permit), you will see a list of items on the left-hand of the screen indicating steps that you have already taken in the process, and steps that remain to be taken in order for the process to be completed. This is called a “breadcrumbs menu.”

njhome | citizen | business | government | services A to Z | departments

njdep online

njdep home | about dep | index by topic | programs/units | dep online

My Workspace User Profile Certifications Payments Documents and Forms

Version: 2.0  
Currently logged in: Mikan Iku (SATSUMA) 73301 DUET BAKERY Help | Logout

**CONTACT INFORMATION**

1 - Permit Name  
2 - Select Facility  
3 - Permit Type  
4 - Permit Procedures  
5 - Permit Contacts  
6 - Edit Contact Info  
7 - Industrial Codes  
8 - Permit Details  
9 - Certification  
10 - Payment

\*First Name: Sang-Sun  
\*Middle Initial:  
\*Last Name: Park  
Title: oppa  
\*Contact Type: Air Permit Information  
\*E-Mail Address: formula979@oppa.net  
\*Confirm E-Mail: formula979@oppa.net  
Organization Name: Noreabang-4-You  
Organization Type: Local

Address Line 1: 19 E. 36th St.  
Address Line 2: Suite 1232  
Address Line 3:  
City: New York City  
State: New York  
Zip: 10001

Add from Favorite Contacts Add from Service Contacts

**CONTACT NUMBERS**

Phone Number	Type	Remove	Edit
9179260990	Work Phone Number	✖	✎

Clicking a column title will sort the table by that column.

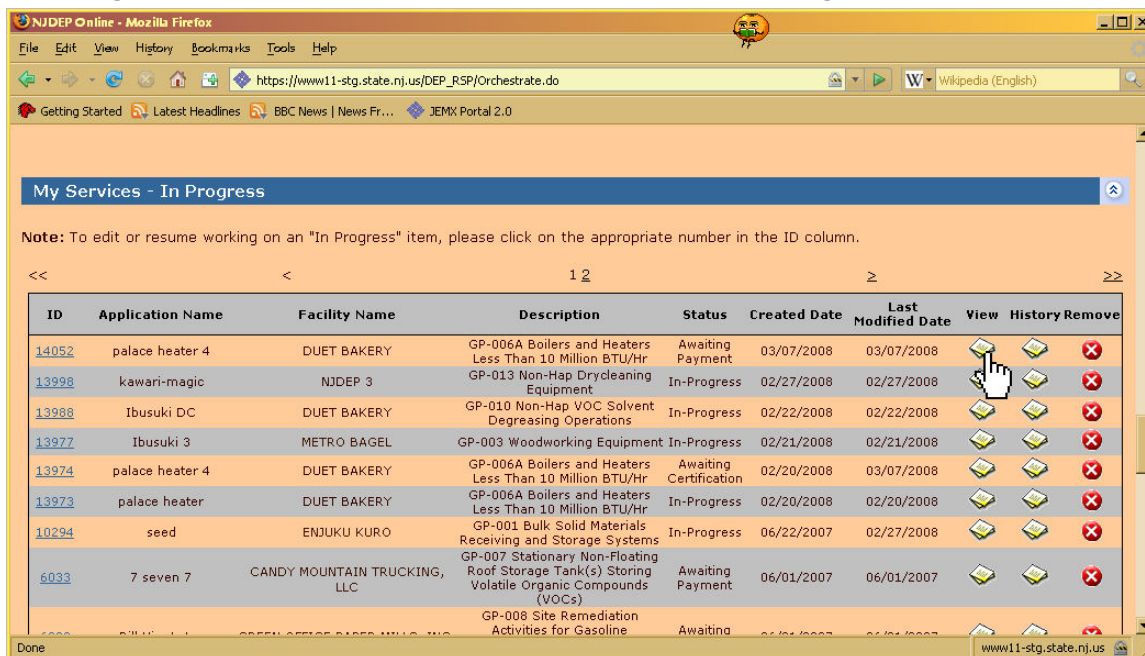
Add Contact Number

Save Save to Favorite Contacts Cancel

You can use this navigation pane to move to different sections of the item on which you are working. Sections that have already been filled out or completed are shaded blue. The current step is white, and future steps are shaded grey. You cannot jump forward to a future step without completing all of the steps before it in order first. You can go back and revise any of the blue items, though, by clicking on the corresponding link. Note that changing certain items that affect downstream data may result in loss of saved information, however. For example, if you change the permit type, all of the information filled in under Permit Details will be lost, since the details are specific to the type of permit chosen. Also, if you decide to change an item in a general permit application following certification of the permit application contents, the certifications will be erased and both will need to be completed again. Certain items, such as contact information, should remain intact even if prior information is changed.

## Viewing/Printing a Service Item

You can view the contents of any item in My Workspace (including both pending items and submitted items) by clicking on the icon in the "View" column of the corresponding row of the table.

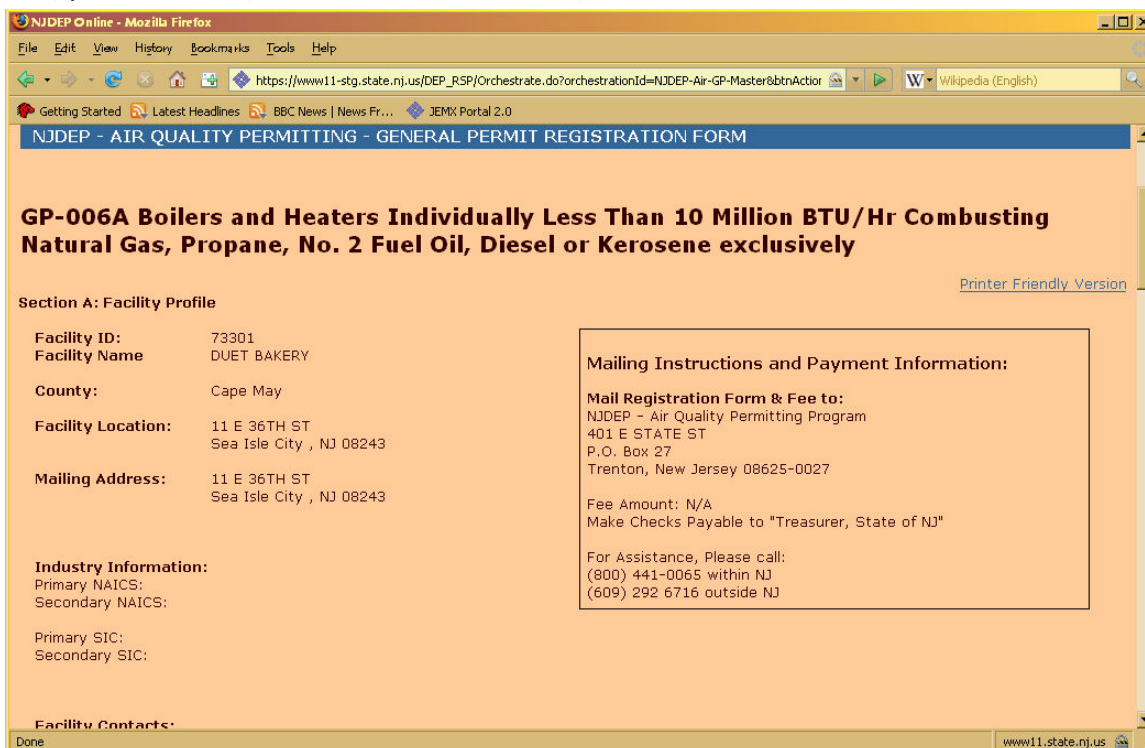


**My Services - In Progress**

Note: To edit or resume working on an "In Progress" item, please click on the appropriate number in the ID column.

ID	Application Name	Facility Name	Description	Status	Created Date	Last Modified Date	View	History	Remove
14052	palace heater 4	DUET BAKERY	GP-006A Boilers and Heaters Less Than 10 Million BTU/Hr	Awaiting Payment	03/07/2008	03/07/2008			
13998	kawari-magic	NJDEP 3	GP-013 Non-Hap Drycleaning Equipment	In-Progress	02/27/2008	02/27/2008			
13988	Ibusuki DC	DUET BAKERY	GP-010 Non-Hap VOC Solvent Degreasing Operations	In-Progress	02/22/2008	02/22/2008			
13977	Ibusuki 3	METRO BAGEL	GP-003 Woodworking Equipment	In-Progress	02/21/2008	02/21/2008			
13974	palace heater 4	DUET BAKERY	GP-006A Boilers and Heaters Less Than 10 Million BTU/Hr	Awaiting Certification	02/20/2008	03/07/2008			
13973	palace heater	DUET BAKERY	GP-006A Boilers and Heaters Less Than 10 Million BTU/Hr	In-Progress	02/20/2008	02/20/2008			
10294	seed	ENJUKU KURO	GP-001 Bulk Solid Materials Receiving and Storage Systems	In-Progress	06/22/2007	02/27/2008			
6033	7 seven 7	CANDY MOUNTAIN TRUCKING, LLC	GP-007 Stationary Non-Floating Roof Storage Tank(s) Storing Volatile Organic Compounds (VOCs)	Awaiting Payment	06/01/2007	06/01/2007			
			GP-008 Site Remediation Activities for Gasoline	Awaiting					

A window will open showing all of the information that has been filled out so far, including contact information, permit details, certification information, and more.



**NJDEP - AIR QUALITY PERMITTING - GENERAL PERMIT REGISTRATION FORM**

**GP-006A Boilers and Heaters Individually Less Than 10 Million BTU/Hr Combusting Natural Gas, Propane, No. 2 Fuel Oil, Diesel or Kerosene exclusively**

[Printer Friendly Version](#)

**Section A: Facility Profile**

<b>Facility ID:</b>	73301
<b>Facility Name:</b>	DUET BAKERY
<b>County:</b>	Cape May
<b>Facility Location:</b>	11 E 36TH ST Sea Isle City , NJ 08243
<b>Mailing Address:</b>	11 E 36TH ST Sea Isle City , NJ 08243

**Industry Information:**  
 Primary NAICS:  
 Secondary NAICS:  
 Primary SIC:  
 Secondary SIC:

**Mailing Instructions and Payment Information:**

**Mail Registration Form & Fee to:**  
 NJDEP - Air Quality Permitting Program  
 401 E STATE ST  
 P.O. Box 27  
 Trenton, New Jersey 08625-0027

Fee Amount: N/A  
 Make Checks Payable to "Treasurer, State of NJ"

For Assistance, Please call:  
 (800) 441-0065 within NJ  
 (609) 292 6716 outside NJ

**Facility Contacts:**

**NJDEP Online - Mozilla Firefox**

File Edit View History Bookmarks Tools Help

https://www11-stg.state.nj.us/DEP\_RSP/Orchestrate.do?orchestrationId=NJDEP-Air-GP-Master&btnAction

Getting Started Latest Headlines BBC News | News Fr... JEMX Portal 2.0

Section C: Equipment Inventory

Equipment NJID #	*Facility Designation	Installation Date (mm/dd/yyyy)	Emission Pt NJID #
E-1502	Attaksi 31	2007-08-28	PT-111152
E-1503	Attaksi 32	2007-08-19	PT-7
E-1504	Back Rm Heat	2000-02-26	PT-8

Emission Unit NJID #  
U-3

Section D: Permitting Options

This Registration Form is for one boiler only. Indicate how this boiler is being registered by selecting one General Permit Number from one of the 3 options listed below. Only ONE box may be checked in the table below.

Compliance shall be demonstrated as follows:  
Options A: Maximum Heat Input Rate To The Boiler  
Options B and C: Totalizing Fuel Flow Meter

To determine which option is appropriate for your permit, please click the Review PTE button for option descriptions and permit emission rates.

Option A Register By Size Boiler Burning Natural Gas, Propane, No. 2 Fuel Oil, Diesel, and/or Kerosene With No Annual Fuel Usage Restriction		Option B Register By Fuel Usage Boiler Burning Natural Gas and/or Propane <sup>1</sup> With An Annual Fuel Usage Restriction		Option C Register By Fuel Usage Boiler Burning No. 2 Fuel Oil, Diesel, and/or Kerosene With An Annual Fuel Usage Restriction	
Size of Boiler Maximum Heat Input Rate		Maximum Annual Natural Gas Limit (or Equivalent Propane)		Maximum Annual No. 2 Fuel Oil, Diesel and/or Kerosene Limit	
<input type="radio"/> BH-A1	2 Million BTU/Hr	<input type="radio"/> BH-B1	10,000,000 Cubic Ft/Yr	<input type="radio"/> BH-C1	100,000 Gallons/Yr
<input type="radio"/> BH-A2	4 Million BTU/Hr	<input type="radio"/> BH-B2	20,000,000 Cubic Ft/Yr	<input type="radio"/> BH-C2	200,000 Gallons/Yr
<input type="radio"/> BH-A3	6 Million BTU/Hr	<input type="radio"/> BH-B3	40,000,000 Cubic Ft/Yr	<input type="radio"/> BH-C3	350,000 Gallons/Yr
<input type="radio"/> BH-A4	8 Million BTU/Hr	<input type="radio"/> BH-B4	60,000,000 Cubic Ft/Yr	<input type="radio"/> BH-C4	500,000 Gallons/Yr
<input type="radio"/> BH-A5	10 Million BTU/Hr	<b>Footnote: 1-Usage of Propane alone or in combination with Natural Gas shall be based on equivalency calculations and the total shall not exceed the Natural Gas Limit</b>			

Section E: Certification

"I certify under penalty of law that I believe the information provided in this document is true, accurate, and complete. I am aware that there are significant civil and criminal penalties, including the possibility of fine or imprisonment or both, for submitting false, inaccurate or incomplete information."

Mikan kun 03/07/2008  
Individual With Direct Knowledge Date

"I certify under penalty of law that I have personally examined and am familiar with the information submitted in this document and all attached documents and, based on my inquiry of those individuals immediately responsible for obtaining the information, I believe that the submitted information is true, accurate and complete. I am aware that there are significant civil and criminal penalties, including the possibility of fine or imprisonment or both, for submitting false, inaccurate or incomplete information."

Sang-Sun Park 03/07/2008  
Responsible Official Date

Back to Workspace

Done www11-stg.state.nj.us

You can also print this form for your records. In Firefox, if you choose the "Print Preview" command from the browser's File menu, and make sure "Shrink to Fit" is selected in the "Scale" box, it should fit properly onto your printer's paper when you print it. If you are using Internet Explorer, you should click on the "Printer Friendly" link on the top right of the page first, and print the new page that opens instead; otherwise the document might not fit properly on the paper.

**NJDEP Online - Mozilla Firefox**

Print... Page Setup... Page: 1 of 3 Scale: Shrink To Fit Portrait Landscape Close

NJDEP Online https://www11-stg.state.nj.us/DEP\_RSP/Orchestrate.do?orchestratio...

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Version: 2.0 73301  
Currently logged in: Mikan kun (SATSUMA) DUET BAKERY [Help](#) | [Logout](#)

**NJDEP - AIR QUALITY PERMITTING - GENERAL PERMIT REGISTRATION FORM**

**GP-006A Boilers and Heaters Individually Less Than 10 Million BTU/Hr Combusting Natural Gas, Propane, No. 2 Fuel Oil, Diesel or Kerosene exclusively**

[Printer Friendly Version](#)

Section A: Facility Profile

Facility ID: 73301  
Facility Name: DUET BAKERY

Mailing Instructions and Payment



You can also use this method to view and/or print an item that was prepared by another user but which you want to certify. The view icon appears on the right-hand side of the page on which you enter your certification PIN.

**NJDEP Online - Mozilla Firefox**

File Edit View History Bookmarks Tools Help

https://www11-stg.state.nj.us/DEP\_RSP/Orchestrate.do?orchestrationId=Core-Certification-Single-Sun

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**My Workspace User Profile Certifications Payments Documents and Forms**

Version: 2.0  
Currently logged in: Mikan kun (SATSUMA) 73301 DUET BAKERY Help Logout

**CERTIFICATION - SINGLE APPLICATION - INDIVIDUAL WITH DIRECT KNOWLEDGE**

Service ID	Permit Type	Creation Date	View
13974	Air Program - General Permits - GP-006A Boilers and Heaters Less Than 10 Million BTU/Hr	02/20/2008	

**Certification of the Individual With Direct Knowledge**

"I certify under penalty of law that I believe the information provided in this document is true, accurate, and complete. I am aware that there are significant civil and criminal penalties, including the possibility of fine or imprisonment or both, for submitting false, inaccurate or incomplete information."

Name of Certifying Party: Mikan kun

User ID of Certifying Party: SATSUMA

\*Certification PIN:

\* Required

Certification of your PIN constitutes an electronic signature of this submittal in accordance with the aforementioned statement.

**Certify Forgot Certification PIN Cancel**

Done www11-stg.state.nj.us

## Printing a Certificate

After your permit is approved, you will probably also want a certificate printed out that indicates your authorization to operate the permitted equipment. This is the certificate you would present to an enforcement inspector to show that you have obtained the required permit for the equipment. (Note that if you chose the "Bill Me Later" option, you will not be able to do this until after your payment has been received and processed by the Department.) To view and print this certificate, first click on the "Permit/Certificate Folder" link on your My Workspace screen. (If it does not appear, see the first section of this document on how to configure your workspace.)

**NJDEP Online - Mozilla Firefox**

File Edit View History Bookmarks Tools Help

https://www11.state.nj.us/DEP\_RSP/Orchestrate.do

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**My Workspace User Profile Certifications Payments Documents and Forms**

Version: 1.1  
Currently logged in: Fake Marinucci (SATSUMA) 89552 METRO BAGEL Help Logout

**MY WORKSPACE**

**Service Selection**

Note: Access to this electronic service selection and submittal area is granted by selecting facilities using the [user profile](#). Some services are accessible without selecting facilities as shown below.

**Air Program**  
[Permit/Certificate Folder](#)  
[Permit Service Renewals](#)

**Water Supply**  
[Private Well Testing Act \(PWTa\) Analytical Results](#)

**Configure Services**

**My Facilities/Program Interests**

Done www11.state.nj.us

A list of the facilities in your user profile will appear. Click on the icon in the “Access Facility” column to open the Permit/Certificate Folder for that facility.

Facility	Facility ID	Municipality	Access Type	Access Facility
HAPPY VALLEY LAUNDROMAT	L5124	Hoboken City	Responsible Official	
GREEN OFFICE PAPER MILLS	11883	Clifton City	Individual With Direct Knowledge	
HANSO FOUNDATION OF NJ	45103	Mahwah Twp	Responsible Official	
DUET BAKERY	73301	Sea Isle City	Responsible Official	
BOW HOUSE NAGAHAMA	20103	Paterson City	Individual With Direct Knowledge	
THREE KINGDOMS BAKERY	21529	East Hanover Twp	Responsible Official	
ENJUKU GOLD	15625	Mount Olive Twp	Responsible Official	
ENJUKU GOLD	67138	Clifton City	Individual With Direct Knowledge	
BLACK CAT CLEANERS	L1541	Willingboro Twp	Individual With Direct Knowledge	
BLACK CAT CLEANERS	L2309	Englishtown Boro	Responsible Official	
DEEP SEA CLEANERS	L0756	Belleville Twp	Individual With Direct Knowledge	
BRAU OF AMERICA INC	08304	Union Twp	Responsible Official	
BRAU OF AMERICA INC	04704	Hillside Twp	Individual With Direct Knowledge	

The folder that opens will display all of the equipment currently permitted at the facility, along with the activity number of the permit in which each piece of equipment is contained,<sup>3</sup> and some other useful information. Click on the icon in the “Certificate” column of the appropriate row to view the certificate for that piece of equipment (and any other equipment included in the same permit, if applicable).

Version: 2.0  
Currently logged in: Mikan kun (SATSUMA)

73301  
DUET BAKERY

**PERMIT/CERTIFICATE FOLDER**

The Permit/Certificate Folder screen contains a list of all permits (General and Preconstruction) at the facility and the equipment included in those permits.

Please click on the certificate icon to view the complete permit/certificate.

Permit Class	Activity Number	Permit Type	NJID#	Facility Designation	Expiration Date	Document Status	Certificate
General Permit	080001	Boiler Heater	E-231	Attakai 31	03/10/2013	Approved	
			E-232	Attakai 32			
			E-1501	Back Rm Heat			
Preconstruction Permit	060001	Construction of New Source	E-1	Tempi To	07/26/2010	Approved	
Preconstruction Permit	080001	Construction of New Source	E-215	PB-10	02/26/2013	Approved	

Clicking a column title will sort the table by that column.

\* The renewal fee has been paid for this permit; however, the permit is pending review.  
 \*\* Permit Certificates are not officially renewed until 12:01 am of the day of the original expiration date.

The page that opens up can then be printed for your records. If you are using Firefox, choose the “Print Preview” command from the File menu of the browser, and make sure “Shrink to Fit” is selected in the

<sup>3</sup> Note that the activity number displayed here does not include the three-letter prefix that these numbers generally contain. For a general permit, this prefix is GEN, and for a preconstruction permit, it is PCP. In the screenshot shown above, the activity numbers of the permits in the first and last rows appear to be the same, but are actually unique since one is a preconstruction permit (PCP080001) and the other is a general permit (GEN080001).

“Scale” box. Then press the “Print” button and it should fit properly onto your printer’s paper. If you are using Internet Explorer, you should click on the “Printer Friendly” link at the top right of the page first, and print the new page that opens, so that the document does not extend past the paper’s printable area.

The screenshot shows a web browser window with the URL [https://www11-stg.state.nj.us/DEP\\_RSP/Orchestrate.do?orchestrationId=NJDEP-Air-CertificateFolder&btnActio](https://www11-stg.state.nj.us/DEP_RSP/Orchestrate.do?orchestrationId=NJDEP-Air-CertificateFolder&btnActio). The page is titled "njdep online" and "new jersey department of environmental protection". The navigation bar includes "My Workspace", "User Profile", "Certifications", "Payments", and "Documents and Forms". The user is logged in as "Mikan kun (SATSUMA)" with the facility name "DUET BAKERY". The page displays the "PERMIT/CERTIFICATE" details for Facility ID: 73301 and Facility Name: DUET BAKERY. The left sidebar shows a navigation menu with "1 - Select Facility", "2 - Certificate Folder", and "3 - View Certificate". The main content area includes fields for Mailing Address, Plant Location, County, Location Description, Permit ID, Permit Type, Status, Status Date, Effective date, Expiration date, and Equipment Description. A "Printer Friendly Version" link is available. The bottom section contains a "Certificate to Operate Control Apparatus and/or Equipment" with detailed text regarding the certificate's validity, inspection requirements, and legal references.

Version: 2.0  
Currently logged in: Mikan kun (SATSUMA)  
73301  
DUET BAKERY  
Help | Logout

**PERMIT/CERTIFICATE**

1 - Select Facility  
2 - Certificate Folder  
3 - View Certificate

Facility ID: 73301  
Facility Name: DUET BAKERY

**Mailing Address:**  
11 E 36TH ST  
Sea Isle City , NJ 08243

**Plant Location:**  
11 E 36TH ST  
Sea Isle City , NJ 08243

**County:**  
Cape May

**Location Description:**

**Permit ID:** GEN 090001  
**Permit Type:** Boiler Heater

**Status:** Approved  
**Status Date:** 03/11/2008

**Effective:** 03/11/2008  
**Expiration:** 03/10/2013

**Designation of Equipment:** Attakai 31  
**Designation of Equipment:** Attakai 32  
**Designation of Equipment:** Back Rm Heat

**Equipment Description:** Fulton Steam Boiler 1  
**Equipment Description:** Fulton Steam Boiler 2  
**Equipment Description:** Water Heater

[Printer Friendly Version](#)

**Certificate to Operate Control Apparatus and/or Equipment**

This five year certificate is being issued under the authority of Chapter 106, P.L. 1967 (N.J.S.A.26:2C-9.2). The possession of this document does not relieve you from the obligation of complying with all provisions of the New Jersey Administrative Code, Title 7, Chapter 27.

The equipment covered by this certificate may be subject to at least one periodic compliance inspection, pursuant to N.J.A.C. 7:27-8.8(C). Pursuant to N.J.A.C. 7:27-8.11, you will be invoiced for a \$200 fee after each periodic inspection that is conducted. You may also be subject to fees for services that are performed by the department in accordance with the conditions of approval of this document. If you fail to pay a fee, the department may assess civil administrative penalties and/or revoke this certificate.

Pursuant to N.J.A.C. 7:27-6.7(F), the department may modify the conditions of approval of this certificate at the time of renewal or at any time when the certificate is in force, if deemed necessary to protect human health, welfare or the environment.

In accordance with N.J.S.A. 54:4-3.56 to 3.58, you may be entitled to an exemption from taxation if your equipment is taxed and is considered to be an air pollution control device. A tax exemption application may be obtained from the Bureau of New Source Review.

In accordance with N.J.A.C. 7:27-8.3(D), you shall make this certificate readily available for inspection on the operating premises.

[Return](#)